

**National Reconstruction
Bureau**

(Law Enforcement Think Tank)

**Final Model
Police Rules 2002
Volume-III**

Police Rules 2002

Volume-III

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Chapter No. XXVIII

Information to the Police

28.1 **Information to police:** - Information given to police may pertain to the commission of cognizable and non-cognizable offences. A cognizable offence has been defined in clause (f), sub-section (1) of section 4 of the Code of Criminal Procedure 1898, as an offence or a case in which a police officer, may, in accordance with second schedule of the Code or under any law for the time being in case, arrest without warrant. A non-cognizable offence has been defined in clause (n) of the same sub-section of the Code as an offence or case in which a police officer may not arrest without a warrant.

28.2 **Procedure for recording information:** - The procedure for recording information given to the police with respect to cognizable and non-cognizable offences is different and has been detailed in police rules 28. 3 and 28. 9 respectively.

28.3 **Information relating to cognizable offence:** - The information given to an officer in a cognizable offence first in point of time is called First Information Report under section 154 of the Code. It may be given to the officer incharge of a police station orally or in writing. If such information is given orally by the informant, it shall be promptly reduced into writing by him or under his direction by a police officer subordinate to him in Register No. I of the police station. In case information with regard to the commission of a cognizable offence is given in writing by the informant, it shall be recorded verbatim in Register-I of the police station by an officer incharge or under his

direction by a subordinate police officer. The written report shall be attached to the copy of the first information report which is retained in the police station and copies thereof shall be attached to the duplicates. The original written report shall be detached from the police station copy of the First Information Report and attached to the charge sheet or final report when the investigation has been completed. When a case is sent upon an incomplete charge sheet, the original written report shall be similarly attached. Unsigned telegrams, telephone messages, fax and e-mails, or information sent through any other technical means are not First Information Reports within the meaning of section 154 of the Code. In case such information or messages sent to the police station disclose the commission of a cognizable offence, the officer incharge or any subordinate police officer deputed by him, shall proceed to the spot and take down the information from the complainant or the informant and get it signed by him. Such signed statements in these cases shall be the First Information Report.

28.4 Ingredients of the First Information Report: -(1) In order to qualify itself as a First Information Report, it should fulfill the following ingredients.

- (a) The information must relate to the commission of a cognizable offence.
- (b) The information must be given to an officer incharge of a police station defined in clause (p) sub-section (1) of section 4 of the Code as officer incharge of a police station and includes when he is absent from the station house or unable from illness or other cause to perform his duties, the police officer present at the station house

who is next in rank to such officer and is above the rank of a constable.

- (c) The information must be definite enough to enable the police to start investigation.
- (d) It must be read over to the informant.
- (e) It should be signed by the informant or if he is illiterate, his/her thumb impression should be affixed.
- (f) The substance of the F.I.R should be entered in the Daily Diary (Register No. II) maintained at the police station.

(2) Police officer recording the FIR shall mention at the end of the FIR that all legal requirements have been fulfilled.

28.5 Queries for eliciting details: - When it appears necessary to the officer recording F.I.R, to question a person bringing information of the commission of a cognizable offence, he shall pay special attention, inter-alia, to the following matters and the result of the queries shall be clearly recorded in the First Information Report;

- (a) The source from which the information was obtained;
- (b) The circumstances under which the informant ascertained the names of the offenders and witnesses (if any).
- (c) Whether the informant was an eyewitness to the offence.

28.6 Written reports by village officials: - Village officials like village headman, village accountant, village watchman, local representative owner or occupier of land or

every officer employed in the collection of revenue etc. are bound by the provisions of the Code of Criminal Procedure to report to officer incharge of the nearest police station any information which they may possess regarding commission of offences. Their verbal reports shall be reduced to writing and the written and signed reports sent by them shall be treated as F.I.Rs in case these disclose the commission of a cognizable offence in term of Police Rule 28.3, Form 28.6.

28.7 Copies of the First Information Report: -(1) The original copy of the FIR shall be preserved in the police station for a period of sixty years. It shall be destroyed after the mandatory period under the orders of the Head of District Police unless directed other wise. FIR register shall be in Form 28.7(1).

(2) Following copies of the original F.I.R shall be made: -

- (a) One copy shall be sent to the Head of the District Police.
- (b) One copy shall be sent to the Head of Investigation in the District.
- (c) One copy shall be sent to the Investigation Officer.
- (d) One copy shall be sent to the Sub-Divisional Police Officer or the Town Police officer as the case may be.
- (e) One copy shall be sent to the illaqa magistrate empowered to take cognizance of the offence.
- (f) One copy shall be given to the complainant free of cost and receipt to this effect shall be obtained on the original.
- (g) Any other copy for other officers as the Head of District Police may direct.

(h) One copy to the District Public Prosecutor

28.8 Action on information in non-cognizable case: -(1) When information regarding commission of a non-cognizable offence is given to an officer incharge of a police station, he shall enter it briefly but intelligibly in the Daily Diary (Register No. II) maintained at the police station.

(2) Such information recorded in the Daily Diary shall be signed and stamped with the seal of the police station on both foil and counterfoil by the recording officer.

(3) A copy of the entry in the Daily Diary signed and stamped with seal of the police station by the recording officer shall be handed over free of cost to the informant, and the officer incharge of the police station shall refer the informant to the judicial magistrate under section 155 of the Criminal Procedure Code.

28.9 Investigation in non-cognizable cases: -(1) A police officer has no power to investigate a non-cognizable case unless he has been ordered to do so by a magistrate.

(2) Any police officer receiving such order of a illaqa magistrate having power to try such case, shall investigate a non-cognizable offence and may exercise the same powers in respect of such investigation (except the power to arrest without warrant) as an officer incharge of a police station may exercise in a cognizable case.

28.10 Investigation in cognizable cases: -(1) An officer incharge of a police station or head of field investigation unit may without the orders of a magistrate investigate a cognizable case or he may depute one of his subordinate officers not below such rank as the Government may, by general or special order prescribe in this behalf to

proceed to the spot, to investigate the facts or circumstances of the case and if necessary to take measures for the discovery and arrest of the offender (sections 156 and 157 of the Code).

(2) Police officers senior in rank to the officer incharge of a police station or head of field investigation unit shall under section 551 of Code, have the same powers of investigation as vested under the law in the officer incharge of a police station.

(3) Powers of investigating officers have been mentioned in Chapter XXIX of the Police Rules.

28.11 Procedure where the reports are doubtful: -(1) If after the registration of a case, the officer incharge of a police station or an officer of equivalent rank in the investigation branch has reasonable grounds, on the basis of information or other intelligence relating to the alleged offence, to suspect that the alleged offence has not been committed, he shall enter the substance of the information or intelligence in the Daily Diary recording his reasons to suspect that the alleged offence has not taken place. He shall notify to the informant that he will not investigate the case or cause it to be investigated. He shall also send a report to this effect to the magistrate through his supervisory officer who may, if he sees reasons to the contrary pass order that the case should be investigated.

28.12 Register of cognizable offences: -(1) A register of cognizable offences shall be maintained in Form No. 28.12 in the office of the Head of District Police and shall be styled as the English Register of cognizable offences.

(2) The serial no in column one shall commence and end with calendar year. Cases cancelled or transferred shall be erased by ruling a red line through them and shall, at the end of the year, be deducted from the total.

28.13 Special reports from police stations: -(1) Every officer incharge of a police station shall, as soon as possible after he receives information of the commission within his jurisdiction of an offence mentioned in the subjoined table, submit an Urdu special report in Form 28.13(1) to the officer, or officers, mentioned in the third column of the table; provided that if a first information report containing the same information is required by law to be sent to any such officer, and is sent with equal despatch, no special report need be sent to the officers who receive first information reports.

(2) Urdu special reports and first information reports sent in lieu of them shall be enclosed in envelopes with addresses written in red ink.

TABLE.

1	2	3
Serial No.	Offences.	Officers to whom reports are to be made.
1.	Administering drugs or poison for hurt or robbery.	Head of the District Police and Head of Investigation in the District.
2.	Acid throwing.....	do
3.	Unnatural or sudden death of foreigner.....	-do-
4.	Counterfeiting coin and currency note	-do-
5.	Loss or theft of fire-arms, whether Government or private property, component parts of such arms, or ammunition; and all recoveries of the same.	

6.	Docoity and Robbery cases	Head of the District Police and Head of Investigation in the District.
7.	Escapes from, and deaths whilst in, police custody.	
1	2	3
Serial No.	Offences	Officers to whom reports are to be made.
8.	Grievous hurt when the person hurt is a foreigner.	do
9.	Murder cases U/S 302, Pakistan Penal Code.	do
10.	Cases under section 364,364-A and 365-A.	do
11.	Attempt to commit murder when the person hurt is a foreigner.	do
12.	All cases of sectarian and ethnic nature.	do.
13.	Cases of gang rapes.....	do
14.	All serious charges against the police.....	do
15.	Cases of Terrorism and Hijacking.....	do
16.	All cases in which a Pakistani dies, or is reported to have died, of injuries inflicted by a foreigner of any class or by the police; and the occurrence of all collisions between foreigners of all classes and Pakistanis whether alleged to be accidental or intentional.	do.
17.	Damaging the telegraph with intent to prevent transmission, to tap, or to commit mischief within the meaning of section 25 of Telegraph Act XIII of 1885.	Nearest Telegraph Master Head of District Police and Head of Investigation in the District
18.	Willful act or omission endangering person on railway, under section 128 of Railway Act IX of 1890.	Nearest Telegraph Master Head of District Police and Head of Investigation in the District
19.	Rioting	Head of the District Police and Head of Investigation in the District.

20.	Arrest of women –whether with or without warrant, bailable or non-bailable, -vide Police Rule 32.4.	-do-
21.	All cases in which a person in police custody or under police interrogation becomes seriously ill or sustains injury.	-do-
22.	All offences liable to Hadd under Islamic Laws”.	-do-

28.14 **Despatch of special reports:** - Officers incharge of police stations shall be held responsible for communicating special reports with the greatest possible despatch to the officers concerned and in serious cases shall make free use of wireless, telegraph and telephone, fax and computer

28.15 **Special reports by District Police Officer, Senior Superintendents of Police in Capital City or City Districts:** -(1) Every District Police Officer, Senior Superintendents of Police in Capital City and City District as the case may be, shall as soon as possible after he receives information of the occurrence within his jurisdiction of a case mentioned in the table subjoined to rule 28.16, submit special reports in Form 28.16 to: -

- (i) The Regional Police Officer;
- (ii) Capital City Police Officer or City Police Officer as the case may be;
- (iii) the officer mentioned in the third column of the table; and
- (iv) any neighbouring District Police Officer, whom he considers should be informed of the occurrence:

(2) Officers of senior ranks shall be responsible that special reports are concisely and intelligently written and that developments of the case and important stages in its progress are promptly reported by continuation special reports.

28.16 Responsibilities of superior officers with regard to special reports: - Regional Police Officers or Senior Superintendents of Police in Capital City District and City District as the case may be, shall forward copies of special reports to the Provincial Police Officer, Capital City Police Officer or City Police Officer as the case may be, for information in respect of cases mentioned in the sub-joined table. The Provincial Police Officer, Capital City Police Officer and City Police Officer as the case may be, shall send copies to Government and heads of departments in such cases, as he considers, appropriate for bringing the matter to their notice.

1	2	3
Serial No.	Offences	Other officers to whom reports are to be made.
1.	Cases of murder, or attempted murders grievous hurt, or attempt to commit grievous hurt, when the offence is of sectarian and ethenic nature.	Head of the Investigation Branch in the Province and DIG, Crime Investigation Department.
2.	Deaths, rapes and serious injury whilst in police custody.	Head of the Investigation Branch in the Province and Police Complaint Authority & DIG Enquiries and Inspections.
3.	Escapes from police custody.....	Head of Investigation Branch in the Province.
4.	All serious charges against the police including strictures on the conduct of police officers by the courts.	Provincial Police Officer and Head of Investigation in the Province.

5.	Theft or robbery of Government treasure.....	Head of Investigation in the Province.
6.	Serious cases of rioting.....	Ditto
7.	Administering drugs or poison for hurt or robbery.	Ditto
8.	Dacoity / Haraabah.....	Ditto
9.	Serious cases of robbery/ Haraabah.....	Ditto
10.	Unnatural or suspicious death of a foreigner.....	Ditto
1	2	3
Serial No.	Offences	Other officers to whom reports are to be made.
11.	Counterfeiting coins or any offence committed in respect of counterfeit coins, forgery of Government currency notes of Rs. 10 or more in value and new forgeries of Government currency notes of any value, forgery of Government stamps, or fraudulent alteration or re-use of the same, when the circumstances are novel or important.	Ditto
12.	Loss, theft or recovery of arms and important component parts, and ammunition falling under the following category: - (a) Machine guns, light automatics, Grenades and articles of armed forces and civil armed forces. (b) Rifles, revolvers and pistols Government or private property. (c) Barrels and bolts, of .7.62, 9MM 5.62. (d) Ammunition for cannons, machine guns and high velocity rifles. (e) High explosives, whether in bulk or in made up charges including fuses and detonators.	Ditto By wireless whenever there is prima facie evidence or reasonable suspicion of a recent theft, otherwise by letter. When agency of professional arms-thieves from the other Provinces is suspected wireless information should be sent to the Provincial Police Officer of the concerned Province
13.	All serious cases of professional crime, especially when the offenders are believed to be professionals from other provinces or are residents of Tribal	Head of Investigation Branch in the Province & DIG CID.

	territory.	
14.	All offences of a particularly startling or atrocious nature, or which are likely to attract public interest or to be discussed in the public press.	Provincial Police Officer & Head of the Investigation Branch in the Province.
15.	Cases in which a Pakistani dies, or is reported to have died, of injuries inflicted by foreigner of all classes or by the police; and the occurrence of all collisions between foreigner of all classes and Pakistanis whether accidental or intentional, except when there is no confirmation or, when they are of a positively insignificant character.	Head of the Investigation in the Province & Additional IG Special Branch.
1	2	3
Serial No.	Offences.	Other officers to whom reports are to be made.
16.	All offences committed by residents of the Province outside the limits of the province of which Head of District Police receive information and which, if committed in the Province, would be specially reported.	Ditto
17.	Murder cases.....	Ditto
18.	Cases under section 364, 364-A and 365-A, PPC.	Ditto
19.	Damaging the telegraph with intent to prevent transmission, to tap, or to commit mischief within the meaning of section 25 of Telegraph Act XIII of 1885.	When no report has been issued from the police station, a copy also to the nearest Telegraph Master.
20.	Cases of Terrorism and Hijacking.	
21.	Robbery of the mail.	The Postmaster-General and in serious cases to the Head of Investigation in the Province.
22.	Maliciously wrecking or attempting to wreck a Train, and endangering safety of persons travelling by railway by wilful act or omission (vide sections 126, 127 and 128 of Railway Act IX of 1890).	Where no report has issued from the police station a copy also to the nearest Station Master.

23.	Any offence or occurrence resulting from religious or political excitement affecting the peace of a town or of the district.	Head of Investigation Branch in the Province.
24.	All cases of disturbances between the military and the civil population.	Head of Investigation in the Province and Officer Commanding Station and Provincial Deputy Inspector-General of Police, CID.
25.	Serious Railway Accidents.	Nearest Station Master (when report has not been made direct by the officer incharge of the station), General Manager of the Railway, Head of the
1	2	3
Serial No.	Offences.	Other officers to whom reports are to be made.
		Investigation Branch in the Province.
26.	Serious road accidents resulting in the loss of more than three lives.	Chief Engineer, Public Works Department, Buildings and Roads Branch, Secretary, Provincial Transport Authority and Inspector-General of Motorways in respect of cases pertaining to their jurisdiction. Capital City Police Officer/City Police Officer as the case may be.
27.	Cases of defalcation of fraudulent loss of Government money or stores in the Police Department (vide article 29, Civil Account Code). See also rule 37.172.	Provincial Police Officer, Capital City Police Officer or City Police Officer as the case may be, (two copies one of which will be forwarded when necessary to the Accountant-General, of the Province.

28.	All important cases of smuggling of Narcotics and drugs.	Narcotics Control Board, and Head of the Investigation Branch in the Province.
29.	All cases in which a person in police custody or under police interrogation becomes seriously ill.	Head of the Investigation Branch in the Province.
30.	Calamities such as floods or earthquakes, which cause serious damage to life or property.	Ditto
31.	Convictions of all Foreigners for offences, which render them liable to have their fingerprint slips prepared in accordance with paragraph 25 of the Finger Print Manual.	Ditto
1	2	3
Serial No.	Offences	Other officers to whom reports are to be made.
32.	Arrests of women –whether with or without warrant, bailable or non-bailable, -vide Police Rules 32.4.	Head of the Investigation Branch in the Province in cases only in which the woman is not sent to judicial custody or released on bail immediately. Reports in all other cases should be submitted to Regional Police Officer, Deputy Inspector-General of Police in Capital City District and City Police Officer as the case may be.
33.	All offences in which members of Diplomatic Missions and their Staff are involved.	Head of Special Branch in the Province with a spare copy.
34.	All offences liable to Hadd under Islamic Laws.	Head of the Investigation Branch in the Province.

NOTE. –(i) Matter referred to in serial Nos. 14, 24 and 25 shall ordinarily be reported by letter, fax, e-mails, wireless and telegram to the officers

mentioned. The other matters may be reported by letter or wireless, telegram at the discretion of the Head of District Police.

- (ii) A note of all arms, etc., lost, stolen or recovered, -vide serial No. 12 should be maintained by the Investigation Branch in the Province, and a return sent annually to the Director, Intelligence Bureau.
- (iii) The term “Diplomatic Mission” is used for the offices of Ambassadors, High Commissioners, Minister Plenipotentiary of foreign countries in Pakistan. Staff of diplomatic missions means the diplomatic officers attached to a mission which includes: -

Ambassadors, High Commissioner, Ministers Plenipotentiary, charge de, Affairs, Counsellors, Secretaries, Attaches and Advisers.

The term Consular Officers includes Consuls-General, Consuls, Vice-Consuls and Consular Agents.

28.17 Special reports relating to members of diplomatic corps. : - The Additional Inspector-General of Police, Special Branch, shall forward a copy of a special report relating to a case in which members of Diplomatic Missions and their staff are involved, to the Secretary, Home Department, for transmission to the Ministry of Foreign Affairs and Government of Pakistan, Islamabad.

28.18 Forgery of stamps, currency notes and coining cases: -(1) In special reports of forgeries of stamps, fraudulent alterations and re-use of stamps, full particulars

of the case shall be given, and specimens of the fraudulent stamps shall, if possible, be sent with such reports.

(2) In cases of counterfeiting coins, the reports should contain full information on the following points: -

- (i) The represented value of the coins which are counterfeited;
- (ii) The year on the counterfeit coin;
- (iii) Whether cast in a mould; or
- (iv) Struck between dies;
- (v) Good, bad, or indifferent if bad or indifferent, why so considered, i.e., want of sharpness, ring different from that of a true coin, or other cause;
- (vi) Metal of which made;
- (vii) Is Head of District Police of opinion from the facts before him that any person arrested is a habitual dealer in false coins?

EXPLANATION. - The information under sub-rule (2)(vi) above will be obtained from personal observation or through a local inquiry from an expert, or otherwise, as may be practicable. In all cases where the coins appear to have been struck from a die and are good imitations, a specimen of the counterfeit coin or coins should, if possible, be sent to the officer incharge Pakistan Mint at Baghbanpura, Lahore, for report, and when his report is received a copy should be sent by continuation special report. All coins to be assayed should be sent direct to the officer in charge, Pakistan Mint, at Baghbanpura, Lahore, and not through the Provincial Police Officer, Capital City Police Officer or City Police Officer.

(3) On the appearance in any district of any forged currency note of Rs. 10 or more in value, or any new forgery of a currency note of any value, the Head of District Police shall send a copy of the special report required by the rules above to the Currency Officer, State Bank of Pakistan. Such reports shall state whether the note is process made or hand drawn, and give the denomination of the forged note, the circle, the date, the serial letters, the number, and the consecutive number. Continuation and final reports shall be submitted to the Head of the Investigation Branch in the Province, in duplicate, giving particulars of the notes passed and the modus operandi of the forgers or mutters and of other person concerned. On the completion of the police enquiry, the note shall be sent to the Currency Officer, State Bank, through the Head of the Investigation Branch in the Province together with a report explaining the facts. Special reports of forgeries of currency notes, or of the appearance of forged currency notes, of less than Rs. 10/- in value are not required in the case of old forgeries which have come to notice before and have appeared in the lists printed in the Criminal Intelligence Gazette, but a list of the presentation of all such forgeries of notes of less than Rs. 10/- in value should be submitted on the first of each month, together with the notes in question, to the Currency Officer, State Bank through the Investigation Branch in the Province.

28.19 Continuation and final reports: -(1) Each successive special report in the same case shall bear the same number as the first report and shall be distinguished by the addition of a capital Roman letter in the order of the alphabet.

ILLUSTRATION. - The first special report of the murder of X is No. 20. The next 20-B and so on.

(2) Successive special report shall be submitted whenever there is matter of importance to communicate.

(3) A final report shall be submitted without delay in all cases when the investigation is dropped or the case is finally decided in court.

28.20 Record of special reports: -(1) Three general files of special reports shall be maintained as follows: -

- (a) Murders.
- (b) Cases of terrorism and hijacking.
- (c) Cases of sectarian and ethnic nature.
- (d) Dacoities.
- (e) Other offences.

(2) A special file may be opened if necessary for any particular case.

FORM NO. 28.6

FIRST INFORMATION REPORT BY A VILLAGE OFFICIAL

Name, parentage and residence of complainant or informant.	
Date and time of writing the slip and delivery to chaukidar.	
Date and time of receipt at Police Station.	

Substance of complaint or information, which shall be attested by the signature, seal or thumb-impression of complainant or informant, and signature or seal of lambardar as witness.

(Check receipt to be sent to the complainant.)

Received a written complaint from _____ of village _____
dated _____. First Information Report No. _____ under section _____
P.P.C. has been registered this day.

Name of Police Station _____ }
 Date _____ }

Signature of Officer
 incharge.

If a First Information Report has not been registered then these words should be struck out and a brief note given below of the action taken.

FORM NO. 28.7(1)

FIRST INFORMATION REPORT

FIRST INFORMATION OF A COGNIZABLE CRIME REPORTED UNDER SECTION 154, CODE OF CRIMINAL PROCEDURE

Police Station _____

District _____

No. _____

Date and hour of occurrence _____

1.	Date and hour when reported.	
2.	Name and residence of informant or complainant.	
3.	Brief description of offence (with section) and of property carried off, if any.	
4.	Place of occurrence and distance and direction from Police Station.	
5.	Steps taken regarding investigation; explanation of delay in recording information.	
6.	Date and hour of despatch from Police Station.	

Signed _____

(First Information to be recorded below)

Designation _____

NOTE. - The signature, seal or mark of the informant shall be affixed at the foot of the information and shall be attested by the signature of the officer recording the “first information”.

FORM NO. 28.7(1) –Concluded.

REVERSE OF POLICE STATION COPY OF FIRST INFORMATION REPORT (NOT TO BE PRINTED ON REVERSE OF OTHER COPIES)

INDEX OF CASE DIARIES

(To be filled in immediately on receipt of case diaries.)

Serial No.	Date of case diary.	Name of investigating officer.	Serial No.	Date of case diary.	Name of investigating officer.	Serial No.	Date of case diary.	Name of investigating officer.

Information to be filled in when the charge sheet or final report is submitted.

Date and hour of submission of Charge Sheet or Final Report and section under which accused are sent for trial.	Names of witnesses.	Name and residence of accused- A. –Sent in custody for trial. B. –On bail or recognizance. C. –Not sent for trial.	Property (including weapons) found and their entry No. Register No

Information to be filled in as soon as received

1. Date of completion of final Report.		Offences according to which convicted or acquitted.	Result of the case. (In case of conviction or acquittal, the name of the court, date and detail of the order.
2. Date of Despatch of challan from the Police Station with Road Certificate.			
3. Date of receipt of chalan by prosecutor.			
4. Date of receipt of challan in Police Station with objections if any.			
5. Date of re-submission of challan to prosecutor.			
6. Date of receipt of challan in court.			
7. Date of issue of information sheet			

FORM NO. 28.12

POLICE STATION.

DISTRICT.

ENGLISH REGISTER OF COGNIZABLE OFFENCES

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Annual serial	DATE OF.		Police station	CASES REPORTED ON DATE.							CASES DECIDED ON DATE.							Remarks by	
	Entry	Com		Place	Num	Secti	Case s not	PROPERTY.	Perso	Seria	Case	PERSONS.							

FORM NO. 28.16

POLICE STATION.

DISTRICT.

SPECIAL REPORT OF OFFENCE

No. _____ of _____ 20 . Dated _____ 20 .

1	2	3	4	5	6
Description of offence and section of law offended against; also distance and direction of place from Police Station, and name of Inspector in charge.	NUMBER OF PERSONS.		VALUE OF PROPERTY.		Statement of the case, conduct of the Police and steps taken by them.
	Supposed to have been concerned.	Arrested.	Taken.	Recovered.	
					Date of occurrence. Date of report to Police.

Head of District Police.

- Copy sent to (1) Regional Police Officer _____ Region.
- (2) Senior Superintendents of Police in Capital City and in City Districts _____
- (3) _____

Chapter No. XXIX

Investigations

29.1 **Power to investigate:** -(1) An officer incharge of a police station or a police officer not below the rank of a Assistant Sub-Inspector posted in the investigation branch of a district is empowered by section 156, Criminal Procedure Code, to investigate any cognizable offence without the orders of a magistrate which occurs within the limits of his jurisdiction.

(2) Police officers mentioned in sub-rule (1) above are also empowered to depute a subordinate to proceed to the spot to investigate the facts and circumstances of the case and, if necessary, to take measures for the discovery and arrest of the offenders. Any police officer may be so deputed, but where a police officer under the rank of Assistant Sub-Inspector is deputed, the investigation shall invariably be taken up and completed by the officer incharge of the police station or a police officer not below the rank of Sub-Inspector posted in investigation unit at the first opportunity.

(3) An officer incharge of a police station shall also render assistance whenever required to all officers of the Investigation Branch working within his jurisdiction.

(4) Police officers senior in rank to the officer incharge of a police station shall under section 551 of the Code, have the same powers of investigation as are vested under the law in the officer incharge of a police station or in the police officer not below the rank of Assistant Sub-Inspector posted in investigation unit of a district.

29.2 Powers of investigating officers: -(1) The powers and privileges of a police officer making an investigation are detailed in sections 156 to 175, of the Criminal Procedure Code.

(2) An officer making an investigation shall invariably issue an order in writing in Form 29.2(1) to any person summoned to attend such investigation and shall endorse on the copy of the order retained by the person so summoned the date and time of his arrival at, and the date and time of his departure from, the place to which he is summoned. The duplicate of the order shall be attached to the case diary.

(3) No avoidable trouble shall be given to any person from whom enquiries are made and no person shall be unnecessarily detained.

(4) It is the duty of an investigating officer to find out the truth of the matter under investigation. His object shall be to discover the actual facts of the case and to arrest the real offender or offenders. He shall not commit himself prematurely to any view of the facts for or against any person.

29.3 Action when offence occurring in the jurisdiction of another police station is reported: - When the occurrence of a cognizable offence in the jurisdiction of another police station is reported, the fact shall be recorded in the daily diary and information shall be sent to the officer incharge of the police station in the jurisdiction of which the offence was committed. Meanwhile all possible lawful measures shall be taken to preserve the scene of occurrence, to secure the arrest of the offender and the detection of the offence.

29.4 Where offence appears to have occurred in other police station: -(1) If a Police officer after registering a case and commencing an investigation discovers that the offence was committed in the jurisdiction of another police station he shall at once send information to the officer incharge of such police station.

(2) Upon receipt of information such officer shall proceed without delay to the place where the investigation is being held and undertake the investigation or send the same to the head of the field investigation unit as the case may be.

29.5 Disputes as to jurisdiction: - Should the officer who is thus summoned to the spot dispute the jurisdiction, both officers shall jointly carry on the investigation under the orders of the senior officer and neither shall leave until the question of jurisdiction has been settled and acknowledged. The case record shall be kept at the police station where the information was first received until the question of jurisdiction has been decided.

29.6 Relieving and relieved officer to sign case diaries: - When a police officer is relieved in the course of an investigation, he shall record a report of all that he has done in a case diary and sign it, giving the date and hour of his relief. Such case diary shall be made over to the relieving officer, who shall certify thereon that he acknowledges the case to have occurred within his station limits and is such as he is empowered to investigate.

29.7 Cancellation of a case in one police station and registration in another: - When a case is transferred from one police station to another, the FIR, registered in the

original police station shall be cancelled and a first information report shall be registered on the basis of the cancelled FIR in the police station in the jurisdiction of which the case occurred. The case file alongwith case property, if any, shall also be transferred under a road certificate to the police station where the transferred case is registered.

29.8 Cases, which may be lawfully investigated in more local areas than one: -

(1) If the case is one which the officer incharge of the police station may lawfully investigate, but which may also be lawfully and more successfully investigated in another police station, such officer while continuing his investigation, shall refer the matter to the Head of District Police, who shall transfer the case or not as he sees fit.

(2) If it is desired to transfer the case to a police station in another district, the Head of District Police shall refer the matter to the concerned Head of District Police, to act further in accordance with Law.

(3) When an investigation has been transferred from one district to another the police files with the original first information report shall be forwarded to the Head of District Police of the district to which the transfer is made.

29.9 Optional investigation: -(1) Section 157 (b), of Criminal Procedure Code gives wide powers to an officer incharge of a police station to refrain from investigation, when he has reason to suspect that commission of an offence which he is empowered to investigate under section 156 Criminal Procedure Code, has not taken place and when it appears to him that there is no sufficient ground for entering on an investigation. It is the duty, however, of every officer receiving a report to consider not only the intrinsic

importance of the offence alleged and the expressed wishes of the complainant, but the bearing which the report has or may have on the detection of other cases or on the prevention of crime and the control of criminals. Very many cases which appear trivial in themselves may, if investigated, furnish a clue to the operations of professional criminals or afford valuable material at a later date for preventive action. In practice it is seldom advisable for an officer incharge of a police station to avail himself of the power to refuse investigations, which the law gives him.

(2) When a report of a cognizable offence is received and the investigation staff of the police station concerned is already occupied with more important cases, the investigation of which would suffer by being interrupted, such report shall be duly recorded and investigation may be dispensed with. Such action shall not be held to limit the discretion of the officer incharge of the police station to investigate the case at a later date.

(3) If the informant is present when his report is recorded, he shall be informed, and, after noting this fact in the First Information Report, his signature or thumb-mark shall be taken on it. If the informant is not present, he shall be informed in writing by post card, or by the delivery of a notice by hand, and the fact that this has been done shall be noted in the first information report.

(4) When investigation is dispensed with, a note shall be made in the First Information Report, stating whether the complainant desires an investigation or not and full reasons shall be given for abstaining from investigation. All such cases shall be brought to the notice of the Head of District Police, who shall pass such orders on them as he may think fit in accordance with the principle embodied in this rule.

29.10 **Immediate despatch of an officer to the spot:** - When report of a cognizable case is recorded and it is decided not to dispense with investigation under section 157 (b), Criminal Procedure Code, a police officer shall proceed to the scene immediately. The officer who first proceeds to the spot shall, if he be not competent to complete the investigation, take all possible steps to preserve the scene of the crime from disturbance, to record particulars of and secure the presence of potential witnesses, obtain information relating to the case and arrest the culprit.

29.11 **Investigation in non-cognizable cases:** -(1) No police officer shall investigate a non-cognizable offence unless ordered to do so by a competent court under sections 155, 196-B or 202 of the Criminal Procedure Code.

(2) When an investigation in a non-cognizable case is thus ordered and is taken up by the police under section 155(3) Criminal Procedure Code, it must be carried through in the same manner as if the offence was cognizable, except that no arrest shall be made without a warrant. In every such case a police officer making an investigation shall day by day enter his proceedings in a case diary and submit them daily as prescribed for cognizable cases in Police Rule 29.54. Case diaries shall be submitted through the police officer concerned of senior ranks, to the court, which has ordered investigation. No copies shall be prepared or kept by the police.

29.12 **Orders in writing:** - All orders in writing made in a case, i.e. order to arrest, to search and to summon, etc., shall be attached to the case diaries, or their absence shall be satisfactorily accounted for.

29.13 **Plan of scene: -(1)** In all important cases two copies plan of the scene of the offences shall be prepared by a qualified police officer or other suitable agency, one to be submitted with the charge sheet or final report and the other to be retained for departmental use.

(2) The following rules shall govern the preparation of maps or plans by patwaris or other experts: -

- (i) The Board of Revenue, with the concurrence of the Provincial Police Officer has issued the following instructions concerning the preparation by patwaris of maps needed to illustrate police inquiries.
- (ii) In ordinary cases no demands for such maps will be made upon patwaris.
- (iii) In the case of heinous crime, specially in case of murder or riot connected with land disputes, the police officer investigating the case will, if he considers an accurate map is required, summon to the scene of the crime the concerned Revenue Officer of the circle in which it occurred and cause him to prepare two copies maps, one for production in court as evidence and other for the use of the police investigating agency. In the former reference relating to facts observed by the police officer should be entered while in the latter references based on the statement of witnesses, which are not, relevant in evidence may be recorded. He will be careful not to detain the patwari longer than is necessary for the preparation of the maps.
- (iv) It is necessary to define clearly the responsibility of the patwari and police officers in respect of these maps.

- (v) The police officer will indicate to the patwari the limits of the land of which he desires maps, and the topographical items to be shown therein. The patwari will then be responsible for drawing the maps correctly, by tracing, if necessary, the second copy, for making accurately on maps all these items and for entering on the maps true distances. He will not write on the map, intended for production as evidence in the court any explanations. The police officer may write any explanations on the traced copy of the map.
- (vi) It is for the police officer himself to add to the second copy of the map such remarks as may be necessary to explain the connection of the map with the case under investigation. He is also responsible equally with the patwari for the correctness of all distances, but on the copy of the map drawn by the patwari for presentation in court he will make no remarks or explanations based on the statements of witnesses.
- (vii) It will be convenient if all the entries made by the patwari are made in black ink, and those added by the police officer in red ink.
- (viii) Patwaris will not in any case be required by a police officer to make a map of an inhabited enclosure or of land inside a town or village site.

29.14 **Technical assistance in investigation:** -(1) Investigating officers are expected to take steps to secure expert technical assistance and advice, whenever such advice appears desirable in the course of investigation for purpose of evidence or for demonstration in the court.

(2) The Investigation Branch in the Province can obtain expert technical assistance on many subjects and should be freely consulted in that connection by investigating officers through their District Police Officers or Head of Investigation in the District as the case may be. When such assistance is required, a full report shall be sent to the Head of the Investigation Branch in the Province so that he may be in a position to decide whether it is essential to send an expert to the scene of the crime or whether the material to be dealt with should be sent to the expert. In making such reports, use should be made of wireless, telegraphic and telephonic facilities or any other available manner of communication.

(3) The Investigation Branch in a Province, in conjunction with the Finger Print Bureau, undertakes photographic and some other varieties of technical work. In addition, it is in contact with technical experts on many subjects, whose services can frequently be obtained for work in connection with criminal investigation. In respect of the examination of handwriting, investigating officer can obtain the services of the examiner of Questioned Documents with the Government of Pakistan through the Investigation Branch of the Province which is also the channel for obtaining the services of the Inspector of Explosives who, while as advising on explosives generally, can give expert opinion as to whether a weapon has been recently fired or whether certain matter is gunpowder or not, and all questions generally savouring of chemical analysis.

29.15 **Expert evidence:** -(1) The above rules do not apply to references to the Finger Print Bureau and the Chemical Examiner to whom Heads of District Police may make references direct. The Investigation Branch of the Province is, however, in direct

contact with both these technical officers and investigating officers should enlist its co-operation when any specially intricate work is required of them.

(2) Nothing in the preceding sub-rule shall debar a Head of District Police or investigating officer from availing himself of any expert technical assistance, which may be directly available to him, for the purpose of investigation. If expert evidence is to be given in court, it should be provided by Government experts only, when such experts exist.

(3) In connection with the examination of arms and ammunition, arsenal officials should only be required to report, and if absolutely essential, give evidence on the following: -

- (a) on technical points, e.g., whether a weapon is in serviceable condition; whether a particular part of a weapon is factory or local made, and the like;
- (b) on the type of ammunition intended to be used (or can be used as experience shows that there is practically no limit in this respect) in a particular weapon;
- (c) whether a cartridge has been reloaded, nature of load, and the like.

(4) Expert shall not be used for elaborate and definite sworn testimony as to whether a particular of projectile fired from weapon was or was not fired from a particular weapon. Should districts desire opinions of this nature they may apply to the Investigation Branch of the Province for assistance but such references should be confined to cases of major importance only.

29.16 Cases against government servants: - When a Government servant is accused or is suspected of the commission of an offence in the course of his official duties, his immediate departmental superior shall be informed and provided details as far as practicable without prejudice to the bonafides of the case.

29.17 Supervision and investigation by supervising officers: -(1) In all important cases supervising officers are required personally to supervise the investigation so far as possible and when necessary to visit the scene of the offence.

(2) All special report cases shall be verified by supervising officers and they shall personally write the case diaries if need be.

(3) All cases entrusted to the supervisory officers for investigation shall be investigated by them from beginning to end and they shall personally write the case diaries.

(4) A record of investigation by Supervising Officers shall be kept in a register in Form 29.17(4). An abstract thereof shall be shown in the quarterly Inspection Statement and in the Annual Provincial Statement.

(5) Every Supervising Officer shall maintain a note book for each police station or field investigation unit in his charge in two parts-

(a) Part I shall deal with general reported crime in Form 29.17(5)(a);

(b) Part II shall deal with cases falling under the security sections of the Criminal Procedure Code in Form 29.17(5)(b)

(c) Part I shall be further sub-divided into three parts relating to

(i) Dacoities, robberies burglaries;

- (ii) cattle theft auto thefts and;
- (iii) all other crimes.

(6) All Supervising Officers shall enter in their own handwriting the salient points of the first information reports and case diaries.

(7) Reasons for junior officers taking up cases when seniors are available shall be most carefully checked. All unnecessary delays in the course of investigations, in untraced cases, shall be carefully observed and stopped.

(8) The practice of changing investigating officers is always detrimental to the case, which should be handled by one and the same officer as far as possible. In case change of investigation is essential, the procedure laid down in the Police Order 2002 and Rule 12.12 shall be strictly followed.

(9) Supervising Officers shall take interest themselves in the challan of cases in their charge as they come in and discuss them with the Deputy Superintendent of Police, Legal/Inspector, Legal as the case may be and if possible, with the officers who investigated them; and shall keep in touch with proceedings in court.

(10) Every District Police Officer, Head of Investigation in a District, Senior Superintendents of Police in Capital City District or City District as the case may be, shall in addition to the note book in respect of any police station under his direct supervision, maintain running note-books in Form 29.17(5)(a) for all the police stations in the district. The entries shall ordinarily be restricted to the gist of the first information report, and to the case diary relating to the arrest of an accused person, recovery of stolen property, weapons of offence and to the final disposal of the case. In respect of the heinous crime, however, over which the District Police Officer, Head of Investigation in a District,

Senior Superintendents of Police in Capital City District or City District as the case may be, is required to exercise greater personal vigilance, entries shall also be made to record the salient features of every case diary.

(11) Regional Police Officer, Deputy Inspector-General of Police in Capital City District and City Police Officer as the case may be, shall call for the note-books maintained by the Supervising Officers at their inspection and insist on their being intelligently used for the efficient supervision of investigations.

(12) Every supervising officer in headquarters should see daily the General Crime Register in Form 33.23 with special reference to columns 14 to 17 in regard to cases in his charge.

(13) Supervising Officers should follow closely progress of cases in their charge through the courts and they should ascertain, as soon as possible, the grounds for all discharges and acquittals. If the grounds for discharges and acquittals appear to be unreasonable, they should at once bring the cases prominently to the notice of the Head of Legal Branch for remedial measures.

29.18 Statement recorded under section 161, Code of Criminal Procedure: -
Statements recorded by an investigating officer under section 161, Code of Criminal Procedure, shall not form part of the case diary prescribed by section 172, but shall be recorded separately and attached to the case diary, the necessary number of copies being made by the carbon copying process on case diary continuation sheets (Form 29.55(1)). The number of statements attached to a particular case diary, and the number of pages in each such statement, shall be noted in the case diary. An investigating officer, after

examining a person orally or recording his statement under section 161, Code of Criminal Procedure, shall make a brief note of the fact in his case diary.

29.19 Communication of official documents or information: -(1) It is a universally recognized and fundamental principle of police procedure that the identity of sources and agents from whom secret information is obtained shall be known only to the officer who employs them and that every precaution shall be taken to protect them from exposure. Article 8 of the Qanun-e-Shahadat provides full protection to the secrecy of such sources. Within the force he may disclose it only to or as ordered by the superior officers. In the Special Branch and Investigation Branch the superior officer is the Additional Inspector-General, Head of the Branch while in a district it is the District Police Officer, Head of Investigation in a District, Capital City Police Officer or City Police Officer as the case may be, or the officer of senior police ranks immediately under whom the police officer employing an agent or source is working. When information obtained from an agent has to be transmitted to others, the greatest care shall be exercised to avoid the exposure of such agent Appendix 29.19(1). The original report, or an exact copy of the original report, shall not be transmitted but the substance or a paraphrase shall be sent.

(2) All sources of police information are protected in judicial trials by Articles 7 and 8 of the Qanun-e-Shahadat which provide respectively that no police officer shall be compelled to disclose communications made to him in official confidence and that no court or police officer shall be compelled to say when he obtained any information as to the commission of any offence. Instructions regarding the production of police records as evidence are contained in Rule 33.16. See also Appendix 29.19(1).

29.20 Medico-legal opinion: -(1) When a medical opinion is required in police cases, the persons to be examined shall be produced before the medical authority available on the medical staff of the district. Persons requiring examination at the headquarters of a district shall be taken to the Civil Hospital and not to a branch dispensary. Similarly in rural areas where a hospital is accessible medico-legal cases shall be sent there and not to a rural dispensary.

(2) Medical officers may not be called upon to proceed to the scene of an occurrence to examine injured persons except in cases of real urgency and when it is impossible to convey the injured person to the nearest dispensary or hospital.

(3) Police officers cannot legally compel injured person to submit to medical examination. "Injury Statements" (Form 29.41) are intended solely for the use of the Medical Officer, on whom the police may call for a report. Such forms must not be given to injured persons for the purpose of examination at their private choice, nor must they be sent with injured persons to Government medical officers of another district.

(4) All medical officers incharge of hospitals and dispensaries are required to report to the nearest police station within 24 hours all cases of serious injury or of poisoning admitted by them for treatment, whether such cases have been brought in by the police or not.

(5) Medical officers of Government are entitled to charge fees for medico-legal work performed in their private capacities for parties to cases, but no fees what so ever are leviable by Government medical officers for work in cases in which the State is the complainant, including all post mortem examinations, such work being part of their

regular duties. The rules under which medical officers, other than those subordinate to the Medical Superintendent, may charge fees for medico-legal work on behalf of Government are given in the Medical Manual of the Province;

(6) Medico-legal case not requiring urgent attention should be sent for examination during hospital hours only. The medical officer concerned shall not refuse to examine a case out of hours because in his opinion it is not an urgent one.

(7) The unnecessary summoning as witnesses of medical officers to the detriment of their proper activities shall be avoided as far as possible, and, when the attendance of such an officer is necessary, reasonable notice shall be given to him. When the necessary evidence can be given by the investigating officer or by another medical witness stationed at the place where the case is being prosecuted, a medical officer should not be summoned from a distance merely to give corroborative evidence.

29.21 Wounded complainants and witnesses: -(1) When a complainant or a witness or an accused in a cognizable case is seriously ill or is wounded, the police officer making the investigation shall, where necessary, prepare a charge-sheet in accordance with rule 29.57, and shall-

- (a) with such person's consent immediately remove him or her to the nearest hospital or dispensary for medical aid, and after getting the opinion of the Medical Officer of a hospital or of dispensary that such person is fit to make a statement, record his or her statement; or
- (b) if such person cannot be moved or refuses to be moved, record his or her statement at the place where he or she is lying.

(2) Where the person who is injured or seriously ill, is a complainant or a witness of importance in an important case, the police officer making the investigation shall invite the Judicial or Gazetted Police Officer having jurisdiction to take such person's deposition at the hospital or dispensary where he has been removed, or at the place where he is lying.

29.22 Dying declarations: -(1) A dying declaration shall, whenever possible, be recorded by a Judicial officer.

(2) The person making the declaration shall, if possible, be examined by a medical officer with a view to ascertaining that he is sufficiently in possession of his reason to make a lucid statement.

(3) If no Judicial Officer is available, the declaration shall, when a police officer of senior ranks is present, be recorded by him.

(4) If no Judicial Officer is available and no police officer of senior ranks is present, the dying declaration shall be recorded by the investigating officer in the presence of two or more reliable witnesses unconnected with the police department or with parties concerned in the case.

(5) If no such witness can be obtained without risk of the injured person dying before his statement can be recorded, it shall be recorded by the investigating officer in the presence of two or more police officers.

(6) If no judicial officer, no police officer of senior ranks or no investigating officer is available, the dying declaration in the hospital shall be recorded by the medical officer attending the concerned person.

(7) A dying declaration shall be signed by the person making the dying declaration or his thumb impression be affixed as the case may be.

29.23 Medical examination of women: -(1) Medical examination of a woman's person shall ordinarily be made by a lady doctor. No examination by a male medical officer of a woman's person shall be made without her consent and without a written order from the court, addressed to the medical officer, directing him to make such examination.

(2) In all cases in which the police consider such an examination to be necessary, the woman shall be taken before the court for orders.

(3) The word " person" applies only to those parts of the body, to expose which would violate a woman's modesty. Female medical officers in Government service shall only be required to do medico-legal work on behalf of Government when the woman or girl concerned refuse to be examined by a male doctor. When a female doctor is summoned by a court she must attend.

29.24 Searches by police officers: -(1) The rules regarding searches by police officers are contained in sections 165 and 166, Code of Criminal Procedure. Notices of search under section 165, Criminal Procedure Code, summons to person to witness search under section 103(1), Criminal Procedure Code, and search lists under section 103(2), Criminal Procedure Code, shall be prepared in Forms 29.24(1)(a), (b) and (c), respectively.

(2) An officer incharge of a police station or a police officer not below the rank of a Sub-Inspector, receiving a requisition to search, under section 166, Code of Criminal Procedure, or other law applicable, shall comply without unnecessary delay and shall take all necessary precautions to ensure a successful search.

(3) Police officers of senior ranks supervising investigations and inspecting officers shall take disciplinary action against investigating officers who carry out searches under section 165, Code of Criminal Procedure, without sufficient justification.

29.25 Records in custody of the post office: - The law regarding the production of documents or things in the custody of the Post and Telegraph Department is contained in section 95, Code of Criminal Procedure or any other courier service and all modes of communication. Following instructions shall be observed by the Posts and Telegraph Departments regarding production of records in the custody of the post offices: -

- (a) Records of a post office or mail office should be produced and information available in them should be given on the written order of any police officer who is making investigation under the Code of Criminal Procedure;
- (b) only those entries in the records should be disclosed which relate to the person or persons accused of the offence under investigation or which are relevant to that offence.
- (c) In any other case the official incharge of the office should without delay refer for orders to the Postmaster-General, who will decide whether or not under Article 7 of the Qanun-e-Shahadat, the information asked for should be withheld.

- (d) When the information asked for by a police officer is not available in the records of the post office, the police officer should be informed accordingly, irrespective of the question whether the information, if available, might or might not be given under the foregoing rule.

29.26 **Track law:** - Provisions of law regarding tracking are contained in sections 41 and 42 of Act IV of 1872 (Punjab Laws Act). Adopted by Khyber Pukhtoon Khwa,

29.27 **Importance of footprints and track evidence:** -(1) Footprints are of the first importance in the investigation of crime. For this reason all officers incharge of police stations or Head of field investigation units shall instruct their subordinates as well as all lamberdars and chaukidars that, when any crime occurs all footprints and other marks existing on the scene of the crime should be carefully preserved and a watch sent to see that as few persons as possible are permitted to visit the scene of the crime.

(2) When it is desired to produce evidence of the identity of tracks found at the scene of or in connection with a crime, the procedure for securing the record of such evidence shall be similar to that prescribed in rule 32.33 for the identification of suspects. Independent witnesses of reliable character shall be summoned. In the presence of the witness, and in conformity with any reasonable directions, which they may give, ground shall be prepared for the tests. On this ground the suspect or suspects, and not less than five other persons shall be required to walk. The police officer conducting the test, shall record the names of all these persons and the order in which they enter the test ground. While these preparations are proceeding the tracker or other witness who is to be asked to

identify the tracks shall be prevented from approaching the place or seeing any of the person concerned in the test. When all preparations are complete the witness shall be called up and required to examine both the original tracks and those on the test ground, and thereafter to make his statement. The police officer conducting the test, shall record the statement of the witness as to the grounds of his claim to identify the tracks, and shall put such other questions, as he may deem proper to test his bona fides. The officer investigating the case and his assistants shall be allowed no share in the conduct of the test.

(3) Tracks found, which it is desired to test by comparison as above, shall be protected immediately on discovery, and their nature, measurements and peculiarities shall be recorded at the time in the case diary of the investigation officer.

(4) The details of preparation of the test ground and the actions required of the suspect and those with whom his tracks are mixed must vary according to the circumstances of the case. The officer conducting the test, in consultation with independent witnesses, shall so arrange that the identifying witness may be given a fair chance, but under the strictest safeguards, of comparing with the original tracks other tracks made on similar ground and in similar conditions.

(5) The evidence of a tracker or other expert described in the foregoing rule can be substantiated by the preparation of moulds of other footprints of the criminal or criminals found at the scene of the crime. The method of making moulds of footprints by means of plaster of paris or a composition of two parts of resin to one part of wax or paraffin is taught to all students at the Police College but requires practice before an officer can become proficient. The only advantage in the first method (plaster of paris) is the

quickness with which the material sets. Resin and wax are cheap and can be used more than once.

(6) In making moulds for production as evidence the following precautions should be observed: -

- (a) The footprints found on the scene of the crime must be pointed out to reliable witnesses at the time and the same witnesses must be present during the preparation of the moulds.
- (b) The latter must also be signed or marked by the witnesses and the officer preparing them while still setting.
- (c) After the procedure described in sub-rule (2) above has been completed a mould should be prepared in the presence of the witnesses of one of the footprints of the suspect made in their presence. This mould should be signed by the witnesses when still setting.
- (d) Both moulds should be carefully preserved for production in court for identification by witnesses and comparison by the court.

29.28 **Methods of recording footprints: -(1)** Following methods shall be used for recording footprints: -

- (a) By tracing through glass footprints found on the ground or other surface;
- (b) By taking impressions of feet direct on to paper, as in the case of finger impressions, are taught at the Police College.

(2) Such records shall be utilized in the case of notorious criminals for comparison with footprints found at the scene of offence. They may also be used to check the reliability of local trackers.

29.29 Confessions: - The orders of the High Court by which courts are bound in respect to the record of statements or confessions are contained in Appendix No. 29.29. All supervising and investigating police officers must familiarize themselves with these instructions and conform strictly to them in producing accused persons for the record of their statements.

29.30 Statement recorded by a judicial officer: -(1) The circumstances under which a police officer may require a statement to be recorded by a judicial officer are as follows: -

- (a) The statement, made in the course of an investigation by a witness or an accused person, and not amounting to a confession, may be recorded by the court under section 164, Code of Criminal Procedure, in order that it may be available as evidence at a later stage. Such statements may be recorded in any of the manners prescribed for recording evidence.
- (b) A confession may be recorded under section 164, Criminal Procedure Code, irrespective of the tender of a pardon, and of whether it involves more persons than the individual accused making it.
- (c) In the classes of offences specified in section 337, Criminal Procedure Code, a police officer may, at any stage of the investigation, inquiry or

trial, move officer incharge of the prosecution in the district to tender a pardon to an accused person.

(2) If a professional offender is convicted and sentenced to imprisonment and it appears that he belongs to a gang of offenders and is willing to do everything in his power to bring the members of such gang to justice, or to give valuable information leading to the discovery of stolen property, the Head of District Police may apply for such prisoner to be made approver.

29.31 Confessing accused and approvers: -(1) The Criminal Procedure Code supplemented by the High Court instructions prescribe a number of precautions giving the maximum assurance to a court conducting trial that a confessing accused has not been subjected to such pressures or inducements as would invalidate his evidence under Article 37, Qanun-e-Shahadat. All police officers, who exercise any authority in connection with investigations, are required to have a thorough understanding of these provisions. The departmental instructions given here merely supplement and in no sense replace them.

(2) The main requirements, in so far as the police are concerned, are: -

(a) No police officer may offer a pardon. An accused person desirous of making a statement with a view to obtaining a pardon, shall be told that no promise whatsoever can be made, but that, if a statement is made and verified and found to be of sufficient importance to merit such action, the facts will be reported to a officer incharge prosecution branch, who has power to offer a pardon. No steps may be taken in this connection by

subordinate police officers without the previous sanction in writing of a police officer of senior ranks.

- (b) No person shall be tendered pardon who is involved in an offence relating to hurt or qatl without permission of the victim or, as the case may be, of the heirs of the victim.
- (c) Statements, whether made under section 164 or section 337, Criminal Procedure Code, shall be recorded by the Judicial Officer, having the highest powers, who can be reached within reasonable time. Save for special reasons, which must be explained by the investigating officer, such statements shall never be recorded by 2nd class magistrates unless they have been specially empowered to record such statements.
- (d) The Judicial Officer, is required to make enquiries as to the circumstances leading up to the confession, and police officers shall invariably furnish, so far as is in their power, information required of them in this respect.
- (e) Police officers connected with the investigation shall not be present while the confession is being recorded.
- (f) Judicial Officers are required to give orders, when remanding to custody persons who have made a confession, that they shall be kept separate from other prisoners.
- (g) Approvers shall remain in judicial custody until the conclusion of the trial.
- (h) When more than one person confesses or turns approver in a case, their confessions shall, if possible be recorded by different Judicial Officers

and they shall not be allowed to meet one another till their evidence has been recorded in court.

- (i) Courts shall be moved to record statements of confessing persons in full detail; in political cases and those in which professional criminals whose activities extend over a large field are suspected, copies (in English) of approvers statements and confessions shall be sent to the Head of the Investigation Branch in the Province.

(3) It must be remembered that trial of gang cases under sections 400 or 401 Pakistan Penal Code, with or without an approver is a lengthy affair. Head of District Police, in consultation with the incharge Prosecution Branch in the district, should examine their combined resources to see if they can together tackle the trial to its logical conclusion. If not advisable and assistance should be sought from the Head of Investigation Branch in the Province, through the usual channels.

29.32 Place of trial: -(1) With regard to the place of trial of cases falling under sections 179-183, Code of Criminal Procedure, police officers shall act solely with reference to the public convenience.

(2) Ordinarily such cases shall be sent up for trial in the district in which the witnesses can attend with the least inconvenience to themselves.

29.33 Inquests: -(1) An officer incharge of a police station shall, upon receipt of information of the sudden or unnatural death of any person, when the body of such person is within the local jurisdiction of his police station, immediately send information to the

nearest judicial officer authorized to hold inquests and shall proceed to the place where the body is lying and hold an investigation in the manner prescribed by section 174, Code of Criminal Procedure. When the officer incharge of the police station through illness or absence from the station house, is himself unable to carry out the investigation, he shall at the first convenient opportunity proceed to the place where the body of the deceased person was found, and shall personally verify the results of the investigation.

(2) In cases where the body is not found, or has been buried, there can be no investigation under section 174, Code of Criminal Procedure. In such cases, if there are reasonable grounds for suspicion that a cognizable offence has been committed, the police shall register a case and commence investigation under the law.

Provided that the following cases shall be exceptions to this rule: -

- (a) When the death of any person is caused by injuries unlawfully inflicted by a soldier or camp follower, or occurs within the limits of a military cantonment, the inquest shall be conducted by the Illaqa Magistrate under section 176, code of Criminal Procedure, or by the nearest competent judicial officer if the post of cantonment court is held by an officer not specially empowered to hold inquest or if the scene of death is outside cantonment limits.
- (b) If the court invited to hold the inquest fails to do so, the District Police Officer, Senior Superintendents of Police in Capital City District or City District as the case may be, or other police officer of senior ranks shall make an investigation under the combined provisions of section 174 and 551, Code of Criminal Procedure, and if no police officer of senior ranks is

available, such investigation shall be made by the officer incharge of the police station concerned. Such inquest or investigation under the Code of Criminal Procedure shall be held in addition to any military court of inquest, which may be held.

- (c) In the case of a death by violence occurring within the walls of a military prison or civil jail the police shall not make an investigation into the cause of death when an inquest has been held by a competent judicial officer.
- (d) Upon receipt of information of a sudden or unnatural death within the walls of a prison the officer incharge of the police station concerned shall send immediate intimation to the judicial officer present at headquarters and shall proceed to the prison and place a guard over the body and shall allow neither the body nor anything which may have caused the death of the deceased to be moved until the arrival of a judicial officer.

29.34 Investigations under Section 174, Code of Criminal Procedure: - The respectable inhabitants who are required by section 174, Code of Criminal Procedure, to take part in any investigation into a sudden or unnatural death shall be selected with reference to any special attainments they may possess which are likely to be of use in such investigation.

29.35 Action by investigating officer at the scene of death: - On arrival at the place where the body of a deceased person is lying, the police officer making the investigation shall act as follows: -

- (1) He shall prevent the destruction of evidence as to the cause of death.
- (2) He shall prevent crowding round the body and the obliteration of footsteps.
- (3) He shall prevent unnecessary access to the body until the investigation is concluded.
- (4) He shall cover up footprints with suitable vessels so long as may be necessary.
- (5) He shall draw a correct plan of the scene of death including all features necessary to a right understanding of the case.
- (6) If no surgeon or other medical officer arrives, he shall, together with the other person conducting the investigation, carefully examine the body and note all abnormal appearance.
- (7) He shall remove, mark with a seal, and seal up all clothing not adhering to, or required as a covering for, the body, all ornaments and anything which may have caused or been concerned in the death of the deceased and shall make an inventory thereof.
- (8) In the inventory shall be described the position in which each thing was found and any bloodstain, mark, rent, injury or other noticeable fact in connection with such thing. The number and dimensions of such stains, marks, rents, injuries, etc., shall also be given in the inventory.
- (9) A counterpart of the mark and seal attached to such thing or to the parcel in which it has been enclosed shall be entered in, or attached to, the inventory. Such inventory shall form part of the inquest report.

- (10) In case any edibles are discovered at the scene, these should be secured in a parcel and sent to the Chemical Examiner for his opinion and advice.
- (11) He shall take the finger prints of the deceased person whether he is identified or unidentified.
- (12) The photographing of the body and of the scene of the occurrence may prove of great evidential value.

29.36 Disinterment of bodies: - The following rules relate to the disinterment of bodies: -

- (1) An officer incharge of a police station and any superior police officer lawfully making an investigation into the unnatural or sudden death of any person shall, on learning that the body of the deceased person has been formally buried, record in writing the information which has reached him and the grounds on which he considers it necessary that the body should be disinterred.
- (2) He shall forward the information so recorded to the nearest judicial officer empowered to hold inquests and ask for an order under section 176 (2), Code of Criminal Procedure, and in the meantime shall guard the grave.
- (3) On receipt of such order, if the judicial officer himself does not attend the disinterment, such police officer shall, in the presence of two or more respectable inhabitants of the neighbourhood, cause the body to be disinterred. Such police officer shall then comply with the provisions of section 174, Code of Criminal Procedure.

- (4) Police officers shall invariably examine witnesses to prove the identity of disinterred bodies before commencing their investigation.
- (5) When a body has lain in the grave for a period exceeding three weeks no disinterment shall be made by any police officer until the opinion of the Medical Superintendent has been obtained, and then only with the concurrence of the judicial officer.

29.37 **The inquest report:** -(1) When the investigation has been completed, the investigating officer shall draw up report, in duplicate by the carbon copying process, in Form 29.37(1) A.B. or C. according as the deceased appears to have died: -

- (a) A form shall be used for cases of natural death;
 - (b) B form shall used for cases of death by violence.
 - (c) C form shall be used for cases of death by poisoning.
- (2) Such report shall state the apparent cause of death, give a description of any mark or marks of violence which may be found on the body and describe the manner in which and the weapon or instrument with which such marks appear to have been inflicted.
- (3) The report shall be signed by the police officer conducting the investigation and by so many of the persons assisting in the investigation as concur therein and shall be forwarded without delay to the District Police Officer, Senior Superintendent of Police in Capital City District or City District as the case may be.
- (4) The following documents shall form part of such report: -
- (d) The plan of the scene of death.
 - (e) The inventory of clothing, etc.

- (f) A list of articles on and with the body, if the body is sent for medical examination.
- (g) A list of articles sent for medical and chemical examination, if any.
- (5) In cases of death by hanging, the report shall give particulars as to the height and sufficiency of the thing used to bear the weight of the body.
- (6) In drowning cases the depth of the water shall be stated.
- (7) The carbon copy of such report shall be filed in the police station register No. VI.
- (8) A copy of all reports relating to deaths caused by railway accident shall, when made by a police officer other than a railway police officer, be forwarded to the concerned Superintendent of Railway Police.

29.38 Post-mortem examination when and by whom held: -(1) The legal requirements in respect of post-mortem examination by a qualified medical officer are contained in section 174(3), Code of Criminal Procedure. In every case where death appears to have been due to suicidal, homicidal, accidental or suspicious causes, and where any doubt exists as to the exact cause of death, or if it appears to the officer conducting the investigation whether under section 157 or section 174, Code of Criminal Procedure expedient to do so, the body shall be sent to the nearest medical officer authorized by the Provincial Government to conduct post-mortem examinations. The sending of bodies for examination may only be dispensed with, where such action is otherwise required when conditions exist, such as advanced putrefaction, which would clearly make examination useless.

(2) An investigating officer is empowered by law with the discretion to dispense with a surgical examination of the body (a) if he is fully satisfied that the cause of death is established beyond doubt, (b) in the circumstances described at the end of the preceding sub-rule. In regard to the former condition, it must be remembered that the existence of an apparently fatal wound does not necessarily establish the cause of death. In cases where investigation establishes the accidental nature of the event which led to the death and the history of the deceased and of the case suggests no reason to suspect that expert examination of the body will reveal any cause of death other than the apparent one, such examination may be dispensed with. In all cases where suspicion exists that the death was due either to suicide or to an act rendering the perpetrator thereof liable to criminal charges the body must be examined by a qualified medical officer, if possible.

(3) The law requires that the body shall be sent to the nearest qualified medical officer, and the orders of the Provincial Government prohibit the summoning of such officer to conduct his examination at or near the scene of the death save in exceptional cases. These may occur where, owing to advanced putrefaction or the circumstances in which the corpse was found, movement of the corpse may make it impossible for the medical officer to form a correct opinion as to the nature of the injuries or the exact cause of death. In such cases if the investigating officer considers expert post-mortem examination essential in the interests of justice, he shall report the facts by the most expeditious means available to the District Police Officer, Senior Superintendents of Police in Capital City District and City District as the case may be, or a police officer of senior ranks, with a request that a qualified medical officer shall be sent to the spot. If the

officer receiving this report endorses the opinion of the investigating officer, he shall ask Medical Superintendent for the medical examination of the body at the scene of death.

(4) In cases where it is impossible either to send a body to a qualified medical officer, or to have it examined by such officer on the spot, the investigating officer may, at his discretion, request the nearest Government medical officer, even though such officer be not authorized to conduct post-mortem examination, to assist him with his anatomical and other expert knowledge in estimating the effects and causes of injuries, etc. such medical officers are not empowered to perform any operation on the body.

29.39 Action by police in post-mortem examinations: - When dead bodies are sent for medical examination, the following rules shall be observed: -

- (1) The result of the investigating officer's examination of the body shall be carefully recorded in Form 29.41. Clothing found on the body, foreign matter adhering to it and instrument likely to have caused death remaining in a wound or on the body shall be secured in the position in which found, if possible, or, otherwise, shall be carefully packed separately, according to the instructions contained in rule 29.43.
- (2) To counteract decomposition as far as possible the body shall be sprinkled with formal in diluted to 10 percent and shall also be soused with strong solution of chloride of lime in water. Bodies which have to be carried long distances should be sprinkled with the dry powder of chloride of lime or with carbolic powder sold commercially in tin boxes with a perforated lid specially constructed for sprinkling purposes. The use of powdered

charcoal is prohibited, as the stains caused thereby may complicate the task of post-mortem examination.

- (3) The body shall be placed on a charpoy or stretcher or other light litter and protected from the sun, flies and exposure to the weather. The litter charpoy or stretcher as the case may be, shall be transported to the place appointed for the holding of post-mortem examinations by such means as the investigating officer may consider most expedient in the circumstances of weather, distance to be covered and condition of the body. If necessary and expedient conveyance, including a motor vehicle, may be hired to carry the corpse and those who are required to accompany it as escort or witness.
- (4) All police officers along the route are required to give immediate assistance to expedite the transportation of dead bodies for medical examination.
- (5) Two police officers who have seen the dead body in the position in which it was first found, and are competent to detect any attempt at substitution or tampering with the body or its coverings, shall accompany the body to the mortuary, and remain incharge of it until examination is complete. If necessary an additional guard shall be supplied by the lines officer to place a sentry on the mortuary, but the officers who have accompanied the body from the spot shall hand it over personally to the medical officer conducting the post-mortem examination together with all reports and

articles sent by the investigating officer to assist the examination and shall receive and convey to the investigating officer the post-mortem report.

- (6) As soon as the Medical Officer has intimated that his examination is complete, the police shall, unless they have received orders from a competent authority to the contrary, make over the body to the deceased's relatives or friends, or if they decline to receive it, the police shall cause the body to be buried or burned according to the rules framed in this behalf by the Government.
- (7) The police shall ensure that the post-mortem report is completed and handed over by the concerned medical officer without unnecessary delay to the police.

29.40 Unidentified bodies: -(1) If a body is unidentified, the officer making the investigation shall record a careful description of it, giving all marks, peculiarities, deformities and distinctive features, shall take the finger impressions and, in addition to taking all other reasonable steps to secure identification, shall have it photographed, and, in cases where such action appears desirable, a description published in the Criminal Intelligence Gazette.

(2) Unidentified dead bodies should be handed over to any charitable society or to an institution for imparting instructions in medical science, which is willing to accept them. With the condition to conduct DNA test. If no such society or medical institution volunteers to take such dead bodies, they should be buried in the normal manner.

(3) Where the reporting center is available, the information may be convey to them.

29.41 **Form to accompany body or injured person: -** When an injured person or a body is sent to a medical officer, Form 29.41 shall, in addition to any other report prescribed, be prepared by the carbon copying process and given to the police officer, in duplicate, who accompanies the injured person or goes incharge of the body.

29.42 **Articles for medical examination how sent: -(1)** Articles sent for medical examination, together with a body or injured person, shall be sent under the charge of the escort which accompanies such body or person.

(2) When no body or injured person is sent, such articles shall be sent in the charge of an escort that shall take them to the qualified medical officer without relief.

29.43 **Chemical examiner channel of communication with: -(1)** District Police Officer, Head of Investigation in a District, Senior Superintendents of Police in Capital City District and City District as the case may be, are authorized to correspond with, and submit articles for analysis to, the Chemical Examiner direct in all cases other than human poisoning cases. Any reference in relation to human poisoning cases shall be made through the Medical Superintendent.

(2) With regard to the packing of articles sent for chemical examination, the following rules shall be observed: -

Articles for chemical examination.

- (a) Liquids, vomit, excrement and the like, shall be placed in clean wide-mouthed bottles or glazed jars, the stoppers or corks of which shall be tied down with bladder, leather or cloth, the knots of the cord being sealed with the seal of the police officer making the investigation. Such bottles or jars shall be tested, by reversing them for a few minutes, to see whether they leak or not.
- (b) Supposed medicines or poisons, being dry substances, shall be similarly tied down in jars or made up into sealed parcels.
- (c) All exhibits suspected to contain stains should be thoroughly dry before being packed and despatched for examination. The safest way of drying exhibits is to expose them to the sun. In cases of exhibits that become brittle on drying, they should be carefully packed in cotton wool and then in a wooden box.
- (d) Blood-stained weapons, articles or clothes, shall be marked with a seal and made up into sealed parcels. The entire article shall be sent.
- (e) Sharp-edged and pointed exhibits like swords, spears, etc., should be packed in boxes and not bound up into cloth packages. In their transit through the post they are liable to cut through the packing material and the exhibit is exposed.
- (f) On each bottle, jar and parcel, and also on each article or set of articles contained therein, the separate identification of which has to be proved, shall be affixed a label describing the contents, giving full particulars and stating where each article was found. On such label shall be impressed a

counterpart of the seal used to secure the fastening of the bottle, jar or parcel. A copy of each label, and a counterpart impression of the seal, shall be given in the inquest report, and, in the case of cattle poisoning, in the case diary.

- (g) As far as possible no letters should be glued on the exhibits as they interfere with analysis.
- (h) Exhibits such as clods of earth should be packed carefully in wool and placed in a wooden box.
- (i) Cases in which death is clearly due to natural causes should not be referred to the Chemical Examiner. Medical Officers must accept the responsibility of deciding such cases.
- (j) In no case should the Medical Officer attempt to apply tests for himself. Any such procedure is liable to vitiate the subsequent investigation of the case in the laboratory of the Chemical Examiner.
- (k) Exhibits in connection with cases of murder by hurt or violence may be sent direct to the Chemical Examiner. This saves time and relieves the office of the Medical Superintendent of the district of unnecessary correspondence.
- (l) Endeavours should be made to send all the exhibits in a case of murder by hurt or violence under one covering letter thereby reducing the cost of examination, etc.

- (m) All blood stained material, articles or clothes or other exhibits that are likely to help in DNA or other tests shall be carefully preserved for such tests.
 - (n) Stomach tubes in hospitals are frequently kept in a solution of mercury. These should be carefully washed with water before use. Traces of mercury found along with another poison in stomach contents might produce such complications as would handicap the successful prosecution of a case.
 - (o) Carbon copies of reports are sometimes very difficult to read and should be prepared clearly.
 - (p) Articles of which return is required for production in court or otherwise should be distinctly specified in the forwarding letter sent with articles for chemical examination.
- (3) Any document purporting to be a report from the Chemical Examiner or his assistants is admissible as evidence under section 510, Code of Criminal Procedure. No summons can be issued to the officers of this department in their official capacity without the permission of the Hon'ble Judges of the High Court. Any question or explanation on a certain report should be done by letter or by a personal interview.
- (4) Attention is also invited to the further directions for, and precaution to be taken in, forwarding articles to the Chemical Examiner for examination and report and the rules for preserving and packing exhibits contained in Appendix 29.43(4).

29.44 **Explosives:** -(1) Substances or objects suspected of being explosives shall be sent for examination to the Chief Inspector of Explosives, Islamabad or Lahore or any other experts notified by the Government for this purpose.

(2) Instructions for dealing with substances or objects suspected of being explosive are contained in Appendix 29.44(2).

29.45 **Procedure in poisoning cases:** -(1) A police officer making an investigation in a case in which poison has been administered shall record in his report all information likely to be of value in assisting the qualified medical officer or the chemical examiner to form an opinion as to the precise poisons employed.

(2) When treatment has been adopted before the death of an individual, the duration and nature of such treatment shall be communicated to the qualified medical officer for the information of the Chemical Examiner.

(3) If the body of the deceased person has been burnt, the ashes of the funeral pyre shall be collected and sent in a closed vessel to the qualified medical officer, accompanied by a statement of the circumstances, which rendered this course of action advisable.

(4) The ordinary symptoms caused by common poisons are described in Appendix No. 29.45(4).

29.46 **Procedure in cases of poisoning of animals:** - When in the investigation of a cognizable offence relating to the unlawful killing of an animal, it is necessary to obtain a professional opinion as to the cause of the death of such animal.

- (i) If the animal appears to have been poisoned in the ordinary way and there are no signs of puncture on the carcass the mouth shall be examined by veterinary Doctor and anything abnormal found to it secured and placed in clean glazed jar or bottle.
- (ii) The carcass shall be opened and the stomach removed. The stomach shall be cut open, and its appearance observed, as to whether it is congested or not.
- (iii) A piece of the stomach, the most congested part, about a 500grams in weight, the reticulum, and a portion of the liver, about one thousand grams in weight, shall be cut off and placed in a clean glazed jar or bottle.
- (iv) Rectified spirit shall be poured into the bottle in sufficient quantity to cover the contents completely in whatever position the vessel may be held. The quantity of spirits shall be at least one-third of the bulk of the object in the bottle.
- (v) Water shall be gently poured over the remaining portion of the stomach, and any arsenic or any white or yellow particles found shall be carefully collected. The poison particles, or pebbles, so collected or otherwise found, shall be enclosed in a sealed parcel.
- (vi) If the animal appears to have been poisoned by means of needles, the carcass shall be flayed and the flesh near the puncture examined. If the flesh appears inflamed, a portion near the puncture shall be cut off and secured in the manner prescribed in sub-section (ii). Any needle found shall likewise be secured.

- (vii) If the animal has been poisoned by being caused to inhale fumes of arsenic, etc., a portion of the lining membrane of the nostrils and windpipe and, in addition, the animal's lungs shall be secured.
- (viii) Jars or bottles shall be carefully corked or stoppered and the corks or stoppers tied down with bladder, leather or cloth. The knots of the cord shall be sealed with the seal of the police officer making the investigation. Jars and bottles shall be tested, by reversing them for a few minutes, to see whether they leak or not.
- (ix) On each bottle, jar or parcel shall be affixed a label describing the contents and giving full particulars and on such label shall be impressed a counterpart of the seal used to secure the fastening of the bottle, jar or parcel. A copy of each label and a counterpart impression of the seal shall be given in the case diary accompanying the despatch.
- (x) The jars, bottles and parcels and any supposed poison found shall be despatched to the District Police Officer or Head of Investigation in the District or Senior Superintendent of Police in a Capital City or City District, as the case may be, for transmission to the Chemical Examiner with the information required by Form 29.46(x).

29.47 Matter how forwarded to chemical examiner: -(1) If the District Police Officer, Head of Investigation in the District, Senior Superintendents of Police in Capital City District or City District as the case may be, considers that there are prima facie grounds for believing that the animal was poisoned, the bottles, jars or parcels shall be

enclosed in a soldered tin case with an outer wooden cover and despatched, carriage paid, to the Chemical Examiner. If the box is to be sent by post, or as prepaid freight by rail, the additional precautions described in Appendix 29.43(4) shall be taken. A label bearing a reference to the number and date of the letter intimating despatch shall be placed inside the box. Such letter shall contain an inventory of the jars, bottles and parcels despatched with counterparts of their labels and seals. A thin layer of cotton wool shall be placed on each side of the seal impression to prevent its being broken in the post.

(2) An English translation of the material parts of the case diary relating to the poisoning of the animal shall be forwarded with the letter intimating the despatch of the box.

(3) The owner of the carcase of a poisoned animal shall be encouraged to destroy it by cutting up the hide in small pieces, breaking up the horns and bones and burying the whole at a considerable depth. Cattle are sometimes poisoned by hide dealers with a view to obtaining their hides at a cheap rate. The destruction of the hide removes this motive.

(4) Bills for all costs incurred in the transmission of substances for medical examination whether connected with the death of human beings or of animals shall be paid from the budget head "Carriage of corpses and transmission of substances for medical examination connected with the death of human beings" or of animals under "29-Police –Other Contingencies".

29.48 Articles sent to serologist: - The following rules regulate the circumstances under which articles suspected to bear human blood stains shall be sent to the Serologist, through the Chemical Examiner: -

- (a) In cases in which the evidence of the blood-stained articles is, relative to the whole body of the evidence, of small importance, the articles shall be sent direct to the Chemical Examiner, for examination.
- (b) In cases in which the establishment of the fact that blood-stains are of human blood, as distinct from the general classification of “Mammalian” is material to the prosecution and has a really important bearing on the case, the blood-stained article shall be sent direct to the Chemical Examiner, who will determine which of such articles he will forward to the Serologist with the necessary sketches, etc.
- (c) In sending articles for the serological test, the Head of District Police or Head of the Investigation shall specifically ask for examination to determine the source of the blood. The Serologist will, after examining the articles sent to him by the Chemical Examiner, return them with a copy of his report direct to the Head of District Police concerned or Head of the Investigation
- (d) When blood-stained clothing is concerned, the stained portion only shall be cut out by the Chemical Examiner and sent. In the case of weapons and other solid articles the entire article may have to be sent.
- (e) All articles shall be accompanied by a complete medico-legal history of the case.
- (f) No article shall be sent direct to the Chemical Examiner except under the express orders of the Head of District Police or Head of the Investigation.

29.49 Report of medical officer: -(1) The medical officer having completed his examination of the person, body, or article shall record in full the result arrived at, and, in the case of a post-mortem examination, his opinion as to the cause of death. He shall also record a list of any articles, which he may intend to send to the Chemical Examiner. The report shall be written on the back of, or attached to, Form 29.41 and shall contain such reference to the person or object examined as will leave no possible doubt as to which case the remarks apply.

(2) The report shall be placed with the charge sheet of the case and may be used by the medical officer to refresh his memory when giving evidence.

29.50 Maintenance and disposal of stolen cattle during investigation and trial: -

(1) In cases in which cattle or other animals alleged to be stolen are exhibited, the investigating officer shall, if the court having jurisdiction is so distant from the place where the cattle or other animals are kept that evidence of identification is likely to be prejudiced or the cattle are likely to suffer in condition by being driven to and from, send information to the prosecuting agency that the case is ready for trial, and request that it may be heard at or near the place where the cattle have been seized or found. On receipt of such report the head of the prosecuting agency shall, subject to the orders of the Head of District Police, or Head of the Investigation represent the facts to the District and Session Judge and move him to arrange for the case to be tried on the spot.

(2) When a chalan is actually laid before court, the stolen cattle should properly be in the custody of the police, but as soon as the identification evidence has been completed,

the prosecuting agency should at once approach the court under section 516-A of the Criminal Procedure Code with a request that the cattle may be made over to an independent surety or to the complainant on security pending the conclusion of the case.

(3) With the object of mitigating the injury and inconvenience caused to owners of stolen cattle during the investigation and trial of cattle-theft cases, the prosecuting agency shall move courts trying such cases to award punishment of fine as well as imprisonment and direct such fine to be paid to the owner of the cattle concerned in the case in proportion to the loss or injury he may have suffered by reason of his association with the investigation and trial, as provided by section 545 (1)(b) and (c) of the Code of Criminal Procedure.

(4) Complainants in cattle-theft cases or sureties to whom cattle have been made over for safe custody and production as and when required during the investigation and trial are entitled to receive the cost of maintaining such cattle. Expenses incurred under this rule during the investigation of a case shall be paid from the allotment at the disposal of the Head of District Police under cost of Investigation (Supplies and Services)”, and claims shall be made by officers incharge of police stations in Form 29.50(4). Payment may be made direct to the person entitled to receive it from the cost of Investigation of police stations, Expenses of maintenance during the pendency of the case in court shall be paid from judicial funds, and the Legal Branch shall be responsible for recovering amounts due on this account together with and in the same manner as diet and journey money.

(5) The rates authorized for payment under sub-rule (4) above will be those notified by the District Government in each district from time to time.

29.51 Property not required to be returned: - On the conclusion of an investigation the investigating officer shall make over to the proper persons all property which he may have taken into his charge in the course of the investigation and which is not further required in connection with the case. A receipt for property so made over shall be taken on the inquest report.

29.52 Seizure of property in extradition cases: - In any proceedings against any person under the Extradition Act, 1972 or any treaty for the extradition of offenders property in the possession of such person or of other persons, and required in connection with the case may be seized and disposed of under the provisions of the Code of Criminal Procedure relating to the seizure and disposal of property required in cases occurring in Pakistan.

29.53 Dissemination of intelligence, hue and cry notices: -(1) Every officer proceeding on an investigation shall have with him a supply of blank hue and cry notices (Form 31.12(1)) and, shall utilize them as directed in rule 31.12.

(2) Nothing in this rule, or in rule 31.12 shall affect the taking of prompt action under section 87 and 88, Code of Criminal Procedure, as required by rule.

29.54 Case diaries: -(1) Section 172 (i), Code of Criminal Procedure requires that a case diary shall be maintained and submitted daily during an investigation by the investigating officer. In such diary shall be recorded, concisely and clearly, the steps

taken by the police, the circumstances ascertained through the investigation and the other information required by section 172(i), Code of Criminal Procedure.

(2) Case diaries shall be as brief as possible. These shall not be swollen with lengthy explanations and theories, and shall be written either in English or in simple Urdu. Only such incidents of the investigation shall be included as have a bearing on the case.

(3) Detailed lists of stolen property, or of property seized in the course of a search, shall be entered in the first case diary submitted after the facts relating to such property were reported to, or discovered by, the investigating officer.

(4) The fact that copies of the record prepared under the provisions of section 165 or 166, Code of Criminal Procedure, have been sent to the nearest judicial officer empowered to take cognizable of the offence shall also be noted.

29.55 Record of case diaries: -(1) Case diaries shall ordinarily be submitted in Form 29.55(1) and each sheet shall be numbered and stamped with the police station stamp. Two or more copies, as may be ordered, shall be made by the carbon copying process by the officer conducting the investigation. The officer writing a case diary shall enter in such diary a list of the statements, recorded under section 161, Criminal Procedure Code, which are attached to such diary and the number of pages of which each such statement consists.

(2) They shall be sent from the scene of investigation to the police station without delay.

(3) On arrival at the police station the number and date of each case diary shall be recorded on the reverse of the police station copy of the first information report, and the date and hour of receipt shall be entered on each copy of the diary.

(4) The original shall be despatched with as little delay as possible to the sub-divisional police officer or the officer incharge of investigation at tehsil level or other superior officer as may be designated. Orders for the disposal and record of case diaries in the headquarters office are contained in rule 33.26. Also see rule 33.25.

(5) A copy of every case diary shall be retained at the police station, a separate file being maintained for each case. Such files shall be destroyed in accordance with the periods fixed in sub-rule 33.26.

(6) Copies of all orders received at a police station in connection with case diaries and the replies thereto shall be made on blank sheets of paper and shall be attached to the case diary to which they refer.

29.56 Files of case diaries: -(1) When the case is complete the file with case dairies shall be sent to District Public Prosecutor who shall scrutinize and if found complete he shall forward the case to the Court.

(2) Such files when received back at the police station and also files of other cases in which the final report has been submitted, shall be filed at the police station in an annual bundle A in accordance with the serial number of their first information report.

(3) Copies of case diaries in pending cases shall be kept in files at the police station in a separate bundle B in accordance with the numbers of their first information reports.

(4) A list shall be kept in each bundle A and B of all the files contained therein, merely quoting the numbers of their first information reports. Should it be necessary to remove a file from the bundle the fact will be noted in the list.

29.57 Incomplete charge sheet: -(1) When an investigating officer requires authority to detain an accused person in police custody beyond the limits prescribed in section 61, Code of Criminal Procedure, he shall make application therefore in accordance with the provisions of section 167, Code of Criminal Procedure, on an incomplete charge sheet in Form 29.57(1) to which he shall attach the case diaries or copies thereof.

(2) The court will record his order on the incompletes charge sheet, which will not be returned to the police but will form part of the court trial proceedings. A copy of the court orders will be made by the police officer and attached to the police file of the case. The copy will be attached to the complete charge sheet when the case is finally sent for trial. Case diaries will not form part of the judicial file. The orders of the High Court in connection with the granting of remands to police custody are contained in Appendix No. 29.57(2).

(3) No application for remand to police custody shall be made on the ground that an accused person is likely to confess. Grounds for such an application should be of the following nature: -

(a) That it is necessary to take the accused to a distance that he may be shown to persons likely to identify him as having been seen at or near the scene of the offence.

- (b) That it is necessary to have his footprints compared with those found on or near the scene of offence.
 - (c) That the accused has offered to point out stolen property or weapons or other articles connected with the case.
 - (d) Any other good and sufficient special reason.
- (4) Provided that in all serious cases, when the accused has been arrested and prima facie evidence has been produced, it shall be incumbent on the investigating officer to send the case for trial without delay, whether the investigation is complete or not.

29.58 Close of investigation and final report: -(1) If on any day, or days, a police officer incharge of the investigation of a case makes no investigation, he shall enter a statement to this effect in the case diary.

(2) When the police are unsuccessful, after taking all the measures in their power, and it is considered advisable to suspend the investigation, a final report in Form 29.58(2) shall be submitted as required by section 173, Code of Criminal Procedure.

(3) If the informant is present when the final report is prepared, he shall be informed verbally of the result of the investigation, and, after noting this fact in the final report, his signature or thumb mark shall be taken on it. If the informant is not present, he shall be informed in writing by postcard or by the delivery of a notice by hand, and the fact that this had been done shall be noted in the final report.

(4) In final (untraced or cancelled) reports the facts of the case which the investigating officer believes to be correct should be summarised, together with the grounds for his

belief. Information so recorded should be utilized for the completion of preventive records.

29.59 Cancellation of cases: -(1) Unless the investigation of a case is transferred to another police station or district, no first information report can be cancelled without the orders of the court.

(2) When information or other intelligence is recorded under section 154, Criminal Procedure Code, and, after investigation, is found to be maliciously false or false owing to mistake of law or fact or to be non-cognizable or matter for a civil suit, the Head of District Police or Head of Investigation in the District or Senior Superintendent of Police in a Capital City or City District as the case may be, shall send the first information report and any other papers on record in the case with the final report to the court having jurisdiction, for orders of cancellation. On receipt of such an order the officer incharge of the police station shall cancel the first information report by drawing a red line across the page, noting the name of the court canceling the case with number and date of order. He shall then return the original order to the office of Head of District Police to be filed with the record of the case. On the cancellation of a false case, the officer incharge of a police station shall submit a complaint under section 182, PPC to the competent court.

29.60 Provision of investigation bag to the investigating officers: - The investigating officer shall be provided with an investigation bag of approved pattern containing: -

1. One bottle of grey powder.
2. One bottle of graphite powder.

3. One camel hairbrush.
4. Folien paper.
5. Finger print forms.
6. Finger print ink.
7. Appliance for finger printing dead bodies.
8. One magnifying glass.
9. One finger print impression pad and roller.
10. One electric torch.
11. One knife.
12. One pair of scissors.
13. One measuring tape 60' long.
14. One-foot rule 2 feet long.
15. Sealing wax and candles.
16. Formal in diluted to 10 percent together with chloride of lime to counter act decomposition of corpses.
17. Cotton wool and 1 ½ yards cloth for packing exhibits.
18. Case diary book with plate, pencil or pen, carbon paper and the usual forms required in investigation.
19. Tape for saving crime scenes.
20. Cameras.
21. Any other device that may assist the process of investigation.

Finger Print material.

Finger Print material.

29.61 Co-operation of jail officials in identification of prisoners: - The accused must be identified by latest technology i.e. DNA test Finger Print etc. when he sent to jail.

Incase the identity is not established the Superintendent of jail such prisoner or required to be especially classified and the Superintendent is required to furnish the police with names and particular of all persons who visit them and with clues to as to there identity which may be obtain from Examination of letters dispatch by or addressed to them under the provisions of the Jail Manual.

FORM NO 29.2(1)

ORDER TO REQUIRE ATTENDANCE AT INVESTIGATION UNDER SECTIONS 160 AND 175, CRIMINAL PROCEDURE CODE

Name _____ son of _____ caste,

Resident of _____

Whereas the presence of the aforesaid person is necessary for the purpose of enquiry into the offence reported to have been committed under section at police station; therefore the said person is hereby directed to appear before the under signed at (place hour date) there to give such information relating to the said alleged offence as he may possess.

Signature and Designation of issuing
police officer.

Date Hour _____

NOTE. –

..... mentioned in this order attended on at and was permitted to leave on at at.

Dated _____

Signature and Designation of issuing
Police officer.

FORM NO. 29.17(4)

POLICE DEPARTMENT.

SUB-DIVISION DISTRICT.

REGISTER OF INVESTIGATION MADE OR SUPERVISED BY SUPERVISING OFFICERS

1	2	3	4	5	6	7	8
Serial No.	F.I.R.	Date	Offence	Police Station	Accused arrested or absconding	Property _____ Stolen Recovered.	Result of investigation.

FORM NO 29.17(5)(A)

POLICE DEPARTMENT

SUB-DIVISION DISTRICT.

SUPERVISING OFFICERS CRIME REGISTER SHOWING PROGRESS MADE IN THE INVESTIGATION OF COGNIZABLE OFFENCES

1	2	3	4	5	6	7	8	9	10	11
Serial No.	F.I.R. and section of law	(a) Place of occurrence and distance and direction from police station; (b) Date and time of occurrence; (c) Date and time of report and (d) Cause of delay in report. If any.	Salient features of FIR, date and time of opening investigation.	Date of case diaries, by whom written and where, salient features and important developments.	(a) Name and rank of investigating officer. (b) Reasons, if a junior officer takes up the investigation when senior available.	Nature and amount of property stolen and recovered.	Directions or orders issued by supervising officer with dates of issue.	Result of investigation.	Particulars of accused and suspects.	Result of the case.

FORM NO 29.17(5)(B)

POLICE DEPARTMENT

SUB-DIVISION DISTRICT _____

SUPERVISING OFFICERS CRIME REGISTER SHOWING PROGRESS MADE IN THE PREVENTIVE ACTION

1	2	3	4	5	6	7	8	9
Serial No.	Daily Diary No. with date and section of law.	Salient features of Daily Report date and time of opening investigation.	(a) Place of arrest, distance and direction from police station. (b) Date and time of arrest and time of report.	Name and rank of inquiring officer.	Particulars of person arrested.	Direction or orders issued by Supervising Officer with dates of issue.	Result of the inquiry.	Result of the case.

APPENDIX NO. 29.19(1)

RULES FOR THE PROTECTION OF SOURCES OF INFORMATION

1. Except as hereinafter provided a police officer or other servant of the state shall not disclose nor be compelled to disclose the source from which or the channel through which any information with respect to the operations of persons committing, or conspiring, preparing or attempting to commit such crimes as are mentioned in sub-section (1) of section 57 of the Government of India Act, 1935, has been or may be obtained; and a police officer or other servant of the state shall not communicate nor be compelled to communicate any matter whether contained in records or otherwise which discloses, or in his opinion might in conjunction with other circumstances or matters result in the disclosure of, or permit to be inferred, the source from which or the channel through which any such information as aforesaid has been or may be obtained.

NOTE: - Section 58 and this rule protects also sources of information relating to past acts of commission of such crimes, and to past conspiracies, preparations, and attempts to commit such crimes.

2. The provisions of rule 1 shall not apply to a disclosure or communication by a police officer to another member of the same force who is authorized by the Head of District Police, either by a general or special direction in this behalf to require or receive such disclosure or communication. In giving general or special directions the Head of District Police shall be under the general control of and comply with, such instructions as may from time to time be given to him by the Governor in his discretion.

3. The provisions of rule 1 shall not apply to a disclosure or communication by a police officer to any person (not being a member of the same force) who is authorized by

the Governor in his discretion either by a general or special direction in this behalf to receive such disclosure or communication.

4. The provisions of rule 1 shall not apply to a disclosure or communication by a servant of the State (not being a police officer) to any person who is authorized by the Governor in his discretion either by a general or special direction in this behalf to receive such disclosure or communication.

5. The provisions of rule 1 shall not apply to a disclosure or communication by a servant of the state (not being a police officer) of facts ascertained by himself made to a Head of District Police or to an officer of the Special Branch of or above the rank of Sub-Inspector or to any police officer conducting an investigation under the Code of Criminal Procedure, 1898.

6. The provisions of rule 1 shall not affect the procedure followed by a police officer making an investigation under Chapter XIV of the Code of Criminal Procedure, code 1898.

7. The Provincial Police Officer, Capital City Police Officer or City Police Officer shall, with the previous approval of the Governor in his discretion, give directions as to the custody of the records or any other documents containing such information as is referred to in rule (1), and the person or persons in whose custody such records or documents are kept shall not disclose them to any person except in accordance with these directions.

8. If in the interests of the administration it is considered necessary by any police officer in possession of any such record or information that such record or information should be disclosed or given to any person other than a police officer serving under the

Khyber Pukhtoon Khwa, he shall refer the matter to the Governor through the Provincial Police Officer, Capital City Police Officer or City Police Officer, and the decision of the Governor in his discretion shall be final.

9. If any person in the service of the state in the province other than a police officer considers it necessary in the interests of the administration that such record or information should be disclosed or given to any person, he shall refer the matter to the Governor, and the decision of the Governor in his discretion shall be final.

10. A servant of the state who is in doubt whether in any particular case he is compelled by, or permitted under, the provisions of these rules to make a disclosure or communication may before making the disclosure or communication require that the matter be referred for direction by the Provincial Police Officer, Capital City Police Officer, City Police Officer or the Governor in his discretion, as the case may be.

In exercise of the powers conferred on him by rules 2 and 7 of the rules for the protection of sources of information, the Provincial Police Officer, Capital City Police Officer, City Police Officer, with the approval of the Governor of the Punjab, given in his discretion, is pleased to issue the following general directions: -

- (1) The actual names of agents and sources of information relating to the operations of persons committing or conspiring, preparing or attempting to commit crimes of violence, which in the opinion of the Governor are intended to overthrow the Government as by law established, shall not as a rule be kept on record. When it is necessary to keep them on record, they shall be kept on a file marked "STRICTLY SECRET".

- (2) STRICTLY SECRET files referred to in paragraph 1 shall, if prepared by district police, be kept in the personal custody of the Head of District Police, and if prepared by the Special Branch, shall be kept in the personal custody of the Senior Superintendent of Police, Special Branch, or Senior Superintendent of Police, Investigation as the case may be. The Additional Inspector-General of Police, Special Branch, shall however, be empowered to nominate as custodians of these files notwithstanding any thing contained in this direction.
- (3) If any member of the police force in possession of any such record or information of the identity of any source or agent as described in paragraph 1 of these directions, deems it necessary in the interests of the administration to disclose such record or information to any other member of the police force he shall, if serving in a district, take the orders of the Head of District Police or other gazetted officer nominated by the Additional Inspector-General, Special Branch on his behalf and if serving in the Special Branch, or Investigation Branch, he shall take the orders of the Senior Superintendent of Police, Special Branch, or Senior Superintendent of Police, Investigation, as the case may be.

NOTE: - “Police force” in this direction refers to police serving under the Khyber Pukhtoon Khwa Government only. Disclosure of such information to any member of other police forces required the orders of the Governor, in accordance with rule 8 of the Rules for the Protection of Sources of Information.

- (4) Transmission of such information or record by post shall be avoided when possible. When it is necessary to send it by post it shall be sent in a double sealed cover, registered and insured, and addressed by name to the officer to whom it is to be disclosed.

FORM NO. 29.24(1)(A)

_____ POLICE STATION.

_____ DISTRICT.

NOTICE OF SEARCH IN THE CASE OF THE STATE

F.I.R. No. _____, Dated _____, Offence _____

Sections 165/166, Cr. P.C.

1	2	3	4
Date and place of search.	Name, parentage, of residence and caste of the person to be searched.	Articles to be searched for.	Reasons for which the search is to be made.

Officer incharge.
Signature of _____
Investigation Officer.

Endorsement in case the officer-causing search to be made is unable to conduct it in person.

I hereby authorise _____

To conduct the search, as I am unable to conduct it in person for the following reasons: -

Thumb impression
Signature of _____
The owner of Premises

Officer Incharge
Signature of _____
Investigation Officer.

FORM NO. 29.24(1)(B)

**ORDER UNDER SECTION 103 (I), Cr.P.C. REQUIRING ATTENDANCE
OF A WITNESS AT A SEARCH**

F.I.R. No. _____, dated _____

Section _____ Police Station _____

To

WHEREAS it is necessary to make a search in the above mentioned case of the
house

shop

_____ of _____ situated in _____ therefore I,
place

house

shop

o'Clock

_____, call upon you to attend at the aforesaid _____ at _____
place forthwith

to witness the search.

N.B. - Failure to attend without reasonable cause is punishable under section 187, PPC.

Thumb impression

Signature of _____

The owner of Premises

Dated _____

Signature and designation of the Officer
conducting the search

FORM NO. 29.24(1)(C)

FORM OF SEARCH LIST PRESCRIBED BY SECTION 103(2), Cr.P.C.

F.I.R. No. _____, dated _____, Police Station _____

The house of _____, son of _____ caste _____,
resident of village _____, was searched in the presence of the under-mentioned
witnesses and the following articles were recovered and taken into possession by the
Police on the statement and indication of _____,
son of _____, caste _____, village _____,
accused in the above-mentioned case. *

Signature of
Declarer Person

Signature of
Seizing Officer.

FORM NO. 29.24(1)(C). – conclud.

Article	Place from which recovered.

Name and signatures of
the witnesses

Signature and designation of the
Officer conducting the search

APPENDIX NO. 29.29

CONFESSIONS AND STATEMENTS OF ACCUSED PERSONS

1. **Statements of accused at various stages explained:** - The provision of section 164, 342 and 364 of the Criminal Procedure Code with regard to the confessions and statements of accused persons should be carefully studied. Section 164 deals with the recording of statements and confessions at any stage before the commencement of any enquiry or trial. Section 342 deals with the examination of accused persons during the course of the enquiry or trial. Section 164 prescribes the manner in which the examination of an accused person is to be recorded.

2. **Use of confession of accused during trial recorded by the court:-** The object of section 164, Criminal Procedure Code, is to provide a method of securing a reliable record of statements or confessions made during the enquiry or trial. Under section 38 of the Qanun-e-Shahadat, a confession to a police officer is inadmissible in evidence, and hence when an accused person confesses during the police investigation the police frequently get it recorded by a court under section 164, Criminal Procedure Code, and it can then be used to the extent to which it may be admissible under the Qanun-e-Shahadat.

3. **Presumption attached to confessions recorded by courts and its evidential value. Safeguards provided in law to obtain a voluntary and precisely recorded confession:** - Under section 91 of the Qanun-e-Shahadat, a court is bound to presume that a statement or confession of an accused person, taken in accordance with

law and purporting to be signed by any Judge or Court, is genuine, and that the certificate or note as to the circumstances under which it was taken, purposing to be made by the persons signing it, are true, and that such statement or confession was duly taken. The words “taken in accordance with law” occurring in this section are very important and it is essential that in recording a statement or confession under section 164, the provisions of that section should be strictly followed. Some important changes were made in the section and the form of the certificate to be attached to the statements and confessions was also altered. The evidential value of a confession depends upon its voluntary character and the precision with which it is reproduced and hence the section provides safeguards to secure this end. These safeguards are of great importance, as confessions are often retracted at a later stage and it becomes necessary for the court to ascertain whether the alleged confession was actually and voluntarily made. The mere fact that a confession is retracted does not render it inadmissible in evidence, but the court has to scrutinize any such confession with the utmost care and accept it with the greatest caution. Experience and common sense in fact show that in the absence of some material corroboration it is not safe to convict merely on a retracted confession, unless from the peculiar circumstances under which it was made and judging from the reasons, alleged or apparent, of retraction, there remains a high degree of certainty that the confession notwithstanding its having been resiled from, is genuine.

4. **Important features of section 164, Criminal Procedure Code:** - Some important features of section 164 as it stands now are: -

- (a) Statements or confessions made in the course of an investigation can be recorded only by a Judicial Officer of the first class or of a

second class who had been specially empowered by the Provincial Government.

- (b) Confessions must be recorded and signed in the manner provided in section 364, Criminal Procedure Code.
- (c) Before recording any such confession the court shall explain to the person making it that he is not bound to make a confession, and that if he does so it may be used in evidence against him.
- (d) No court shall record any such confession unless upon questioning the person making it he has reason to believe that it was made voluntarily; failure to question has been held to vitiate the confession.
- (e) The memorandum set forth in section 164, Criminal Procedure Code must be appended at the foot of the record of the confession.
- (f) It is not necessary that the court receiving or recording a confession or statement should be a court having jurisdiction in the case.

5. **Form prescribed for recording confessions:** - The annexed form for recording confessions taken under section 164 Cr.PC has been prescribed and should invariably be used.

RECORD OF CONFESSION MADE BY AN ACCUSED PERSON

(Section 164 of the Code of Criminal Procedure)

.....Division.

In the Court of

THE STATE

Versus

The confession oftaken by me,
Judicial officer of theDistrict, this day of 20 .

MEMORANDUM OF ENQUIRY

The court shall first, as required by section 164 (3), Code of Criminal Procedure, explain to the accused person that he is not bound to make a confession, and if he does so, it may be used as evidence against him, and shall then put and record answers to the following questions. If the answers are of such a character as to require him to do so, he should put such further questions as may be necessary to enable him to judge whether the accused person is acting voluntarily. In arriving at his conclusion on this point the court should consider inter alia the period during which the accused person has been in police custody and make sure that the confession is not the result of any undue influence or ill-treatment, special care should be taken when women or children are produced by the police for their confessions being recorded.

The following Questions shall be put to the accused

III. Q. – Do you understand that you are not bound to make a confession?

A. –

2. Q. – Do you understand that your statement is being recorded by the court, and
that if you make a confession, it may be used as evidence against you?

A. –

3. Q. – How long have you been in police custody?

A. –

4. Q. –Do you understand that after making a statement before me you will not be
remanded to police custody, but will be sent to the judicial lock-up?

A. –

5. Q. –Understanding these facts, are you making a statement before me voluntarily?

A. -

6. Q. –What are your reasons for wishing to make a statement?

A. –

STATEMENT OF ACCUSED

(Mark or signature of accused)

Court.

I have explained to.....that he is not bound to make a confession, and that if he does so, any confession he may make may be used as evidence against him and I believe that this confession was voluntarily made. It was taken in my presence and hearing, and was read over to the person making it, and admitted by him to be correct, and it contains a full and true account of the statement made by him.

Court.

Dated.....

6. **Instructions for recording confessions:** - Unless these are exceptional reasons to the contrary confessions should be recorded in open court and during court hours. Police officers investigating the case should not be present except as is provided in paragraph 13 below.

7. **Accused who has made a confession should not be kept in police custody, but should be kept in Judicial lock-up separate from other prisoners:** - An accused person who has made a confession before a Judicial Officer should be sent to the judicial lock-up and not made over to the police after the confession has been recorded. If the police subsequently require the accused person for the investigation, a written application should be made giving reasons in detail why he is required and an order obtained from the court for his delivery to them for the specific purposes named in the application. If an accused person, who has been produced before a court for the purpose of making a confession, had declined to make a confession or has made a statement which is unsatisfactory from the point of view of the prosecution, he should not be remanded to police custody.

7A. When remanding to the lock-up an accused person who has made a confession, the court shall record an order for him to be kept separate from other prisoners as far as maybe practicable.

8. **Accused can be examined to explain the prosecution evidence against him and not to fill up gaps in that evidence:** - Section 342 of the Code empowers the court to put questions to the accused at any stage of enquiry or trial to enable him to explain any circumstances appearing in evidence against him. The questions put under this section must be confined to the points brought out in the evidence and should not be in the nature of cross examination of the accused person. Nor should the power given by the section be used to elicit information from the accused to fill up gaps in the prosecution evidence. For, the conviction of an accused person can only be based on the evidence produced by the prosecution. No oath can be administered to the accused and the answers

given by him can only be taken into consideration in explanation of the prosecutions evidence.

8A. **Accused can be questioned generally on the case only after prosecution evidence has been finished:** - The court is allowed by section 342 of the Code of Criminal Procedure to examine the accused at an early stage of the case for the purpose of enabling him to explain any circumstances appearing in the evidence against him. This provisions intended for the benefit of the accused, and must not be used to elicit his defence before the prosecution evidence is complete. Court sometimes question the accused generally on the case as soon as a prima facie case had been made out, but before the prosecution evidence is complete. This is incorrect. According to the second part of clause (1) of section 342, it is only after the completion of the prosecution evidence that the accused can be questioned generally on the case. The necessity for post-poning such examination is not avoided by framing a charge at an early stage.

Even when a charge has been framed, the court should wait until the prosecution evidence is concluded before making a general examination of the accused.

9. **Failure to examine accused at the close of prosecution evidence vitiates the trial:** - Section 342 makes it obligatory for a court to examine the accused generally on the case after the witnesses for the prosecution have been examined and before the accused is called for his defence. Even when an accused person has been examined at an earlier stage the court must examine the accused generally after the close of the prosecution case (i.e.. after the examination and cross-examination of prosecution witness and their further cross-examination, if any, after the charge is framed) and as to give him an opportunity to explain any points, which were not included in the question put to him

at earlier stages. Failure to examine the accused at the close of the prosecution evidence has been held to be an illegality, which vitiates the trial.

10. **Written statement of accused:** - If the accused person puts in a written statement, it should be filed with the record. But a written statement of this kind does not relieve the court of the duty of examining the accused in court after the close of the prosecution evidence as laid down in section 342 of Criminal Procedure Code. There should be no reading out of written statements by accused persons.

11. **Mode of recording examination of accused:** - Section 364, Criminal Procedure Code provides the mode in which the examination of an accused person is recorded. The questions put to the accused and the answers given by him should be distinctly and accurately recorded, but the accused must confine himself to relevant answers to the questions asked by the court. Section 364 Criminal Procedure Code, does not prevent a court from refusing to record irrelevant answers to questions put by it to the accused under section 342 Criminal Procedure Code. If necessary, the court may even prevent the accused making lengthy irrelevant answers. The examination of the accused should be recorded in the language in which he is examined, and if that is not practicable in the language of the court or in English. In cases in which examination is not recorded by the court or judge himself he must record a memo thereof in the language of the court or in English if he is sufficient acquainted with the latter language. The examination must be read over to the accused and made conformable to what he declares to be the truth. The court or judge must then certify under his own hand that the examination was taken down in his presence and hearing, and that the record contains a full and true account of what was stated.

12. **When evidence may be led to prove that accused duly made the confession or statement:** - Under section 533 of the Code, if any court, before which a confession or other statement of an accused person recorded or purporting to be recorded under section 164, Criminal Procedure Code, or section 364 Criminal Procedure Code, is intended to be or has been received in evidence, finds that any of the provisions of either of such sections have not been complied with by the court recording the statement, it must take evidence that such person duly made the statement recorded and such a statement may then become admissible in evidence provided the error has not prejudiced the accused as to his defence on merits.

13. (i) **Instructions about recording confessions:** - The following instructions have been issued by the Punjab Government for the guidance of Judicial Officers recording confessions.

(a) **Accused should be left for some time away from influence of police:** - In order to ensure that a statement or confession under section 164 of the code of Criminal Procedure is made voluntarily, the following precautions should be taken. Before the court proceeds to record the confession, he should arrange- so far as is compatible with his safety and that of his staff and with the safe custody of the prisoner- that the latter is left for some time (say, for half an hour) out of the hearing of police officers or other person likely to influence him.

(b) **Confession recorded should not be handed over to the police:** - The court who records a confession under section 164, Criminal

Procedure Code, should not hand over the document after completion to the police officer incharge of the prisoner, but should forward it as required by sub-section (2) of that section direct to the court by whom the case is to be enquired into or tried.

- (c) **Copy of recorded confession may be given to police:** - These instructions do not prohibit a court who has recorded a confession or statement from allowing the police to take a copy of it before it is forwarded to the trial court; and court should always permit the police to take a copy if they express a desire to do so. When permission is given, the police copy should be written out by a police officer or clerk from the dictation of an officer of the court, in the actual presence of the court who recorded the confession.

Time and labour can be saved if the court recording a confession makes a carbon copy, which can subsequently be made available for police purposes, or alternatively dictates a copy to an official of the court at the same time as he himself writes the original.

FORM NO. 29.37(1)(A)

POLICE DEPARTMENT.

_____ DISTRICT .

DEATH REPORT, SUDDEN DEATH FROM NATURAL CAUSE

DEATH REPORT NO. _____

POLICE STATION _____

Dated _____

<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 	<p>Name of place where death occurred.</p> <p>Distance and direction from the police station in whose jurisdiction it is .</p> <p>Date and hour of discovery of the death.</p> <p>Name, parentage and residence of two or more persons who identify the body as that of the deceased person named in this report.</p> <p style="text-align: center;">(Note. – Relatives of deceased, or two respectable witnesses to identification should be obtained, if possible.)</p> <p style="padding-left: 40px;">Name of deceased</p> <p style="padding-left: 40px;">Parentage</p> <p style="padding-left: 40px;">Caste</p> <p style="padding-left: 40px;">Residence</p> <p style="padding-left: 40px;">Condition in life.....</p> <p style="padding-left: 40px;">Age and Sex</p> <p>Condition of clothes, ornaments, &c., as not indicating an unnatural death.</p> <p>Position of the limbs, eyes and mouth.</p> <p>Expression of the countenance.</p> <p>Injuries or marks of violence on the body may have received. “Wounds and bruises”. Position, length and breadth.</p> <p>Blood, liquid or clotted; where oozed from and to what amount.</p> <p>In what manner, or by what weapon or instrument, such marks of injuries or of violence appear to have been inflicted.</p> <p>Is the body well nourished and vigorous, or emaciated and weak?</p> <p>Apparent cause of death.</p> <p>Any signs of death having been caused by violence or poison, or any rumours of such being the case?</p> <p>Description of each article of clothing, ornaments, covering, weapons, etc., found on or near the body.</p> <p>Sketch plan of the scene of death.</p> <p>Brief history of the case.</p> <p>Signature of two or more respectable inhabitants presents at investigation and of investigating officer with date and place of signing.</p>
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To be made out on separate
Sheets of papers.

FORM NO. 29.37(1)(B)

DEATH REPORT, UNNATURAL DEATH BY VIOLENCE

DEATH REPORT NO. _____

POLICE STATION _____

DATED _____

<ol style="list-style-type: none">1. Name of place where the death occurred or where body was found (state which).2. Distance and direction from police station in whose jurisdiction it is.3. Date and hour of discovery of the death.4. Names, parentage and residence of two or more persons who identify the body as that of deceased person named in the report. <p style="text-align: center;">(NOTE: –Relation of the deceased or two respectable witnesses to identification should be obtained, if possible.)</p>5. Name, parentage, caste, residence and condition in life of the deceased.6. Age and sex.7. Condition of the clothes, ornaments, and marks of either having been forcibly removed or of being stained with blood or other matter. <p style="text-align: center;">(NOTE: –If the District Health Officer or other Medical Officer is expected to attend and examine the body this information should be filled in so far as can be seen and without touching or removing any clothes, and in such case it should be completed after he has finished his examination of the body.)</p>8. Position of the limbs, eyes and mouth.9. Expression of the countenance.10. Injuries or marks of violence the body may have received. Wounds and bruise. – Show position, length and breadth. <p style="text-align: center;">(NOTE. – Note depth. Be careful not to probe wounds. If the District Health Officer or other Medical Officer be expected to attend to examine the body, this information should be filled in after he has completed his examination.)</p>11. Blood, liquid or clotted? Where oozed from and to what amount?12. In what manner or by what weapon or instrument such marks of injuries or of violence appear to have been committed?	
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<p>13.</p> <p>14.</p> <p>15.</p> <p>16.</p> <p>17.</p> <p>18.</p> <p>19.</p> <p>20.</p> <p>21.</p> <p>22.</p> <p>23.</p> <p>24.</p>	<p>Was there any rope or other article round the neck, or any mark of ligature on the neck?</p> <p>Had such rope or article apparently been used to produce strangulation, and, if the body had been suspected by it, could it probably have supported the body?</p> <p>Were there any foreign matters, such as weeds, straw, &c., in the hair or clenched in the hands of the deceased, or attached to any part of the hands of the deceased, or attached to any part of the body?</p> <p>Is the body well nourished and vigorous or emaciated and feeble?</p> <p>Is it stout, thin, or decomposed?</p> <p>Height by measuring from head to feet.</p> <p>Distinguishing marks-Position and appearance of moles, scars, &c.</p> <p>Apparent cause of death.</p> <p>Are there any circumstances or rumours tending to show that deceased killed himself?</p> <p>Description of each article found on body (to be lablled and sealed).</p> <p>Description of each article found near body (to be lablled and sealed).</p> <p>Sketch plan of the place where body was found.</p>	
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FORM NO. 29.37(1)(C)

DEATH REPORT, UNNATURAL DEATH BY POISONING

DEATH REPORT NO. _____

POLICE STATION _____

Particulars relating to the case, in addition to those given in Form No. 29.37(b).

<ol style="list-style-type: none">1.2.3.4.5.6.7.8.9.10.11.12.13.14.15.16.17.18.19.20.21.22.23.24.25.26.27.	<p>Was deceased in good health previous to the attack?</p> <p>If not in good health, what was he suffering from?</p> <p>What medicine was he taking?</p> <p>What did the last meal consist of?</p> <p>What was the interval between the last meal and the commencement of the symptoms?</p> <p>What did the deceased last eat or drink before the commencement of the symptoms?</p> <p>What was the interval between the very last time he ate or drank, and the commencement of the symptoms?</p> <p>What were the first symptoms?</p> <p>Was he thirsty?</p> <p>Did he become faint?</p> <p>Did he complain of head-ache or giddiness?</p> <p>Did he appear to have lost the use of his limbs?</p> <p>Did he sleep heavily?</p> <p>Was he at any time insensible?</p> <p>Did convulsions occur?</p> <p>Did he complain of any peculiar taste in his mouth?</p> <p>Did he notice any peculiar taste in his food or drink?</p> <p>Was he sensible in the intervals between the convulsions?</p> <p>Did he complain of burning or tingling in the mouth and throat, or of numbness and tingling in limbs?</p> <p>Was there vomiting?</p> <p>Was there purging?</p> <p>Was there pain in the stomach?</p> <p>Mention an other symptoms?</p> <p>Had the deceased ever suffered previously from a similar attack?</p> <p>How many other persons partook of the meal of food, or drink by which the deceased is supposed to have been poisoned?</p> <p>How many were affected by it, and in what way?</p> <p>Did the deceased move from the place where the first symptoms were noticed; if so, how far?</p>
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Dated

(Signature of Officer
conducting the inquest).

(Signature of two or more respectable
inhabitants of the place present
at the investigation.) Rank

Name

A.
B.

FORM NO. 29.41

POLICE DEPARTMENT.

_____DISTRICT.

FORM TO ACCOMPANY BODY OR INJURED PERSON SENT FOR MEDICAL EXAMINATION

<p>1. Name of injured or deceased person, parentage, caste, residence and condition of life.</p> <p>2. Sex and supposed age.</p> <p>3. Report of Police Officer: -</p> <p>(a) Description of any injuries or marks of violence received, wounds and bruises, position, length and breadth.</p> <p>(b) Brief report by despatching police officer stating the manner in which the injuries or death is supposed to have been caused. If by poison, the poisons suspected to have been used.</p> <p>(c) Date and hour it was administered, the date and hour of commencement of symptoms, the date and hour of death, and the nature and duration of treatment adopted by the police or friends of the deceased.</p> <p>4. Brief report and opinion in simple language dictated by the medical officer and followed by his initials: -</p> <p>(a) as to the means by which the injuries were caused.</p> <p>(b) In the case of injuries, poisoning not causing death, the extent of the injuries or sickness, and, in the latter case, the nature of the poison ascertained or suspected.</p> <p>(c) In the case of death- (1) whether death by violence is ascertained and cause of death, and (2) whether death is suspected from poisoning, the poison ascertained or suspected.</p>		

APPENDIX NO. 29.43(4)

DIRECTIONS FOR AND PRECAUTIONS TO BE TAKEN IN FORWARDING ARTICLES TO THE CHEMICAL EXAMINER FOR EXAMINATION AND REPORT

All articles should, as far as possible, be sent by registered parcel post. If this cannot be done and the articles are important, they should be sent by hand. Only very heavy and unimportant articles should be sent by rail.

Human poisoning cases.

1. FATAL -

The following articles should be forwarded in all cases: -

- (1) Stomach with contents. The stomach should be securely tied at both ends.
- (2) A piece of the small intestine (about 3 feet) securely tied at both ends.
- (3) A portion of the liver (not less than 16 ounces), one kidney and a piece of spleen.
- (4) Urine or stomach washing if available.
- (5) A sample of the preservative fluid used.

NOTE: -(I) Rectified spirit should be used in all cases unless alcohol, phosphorus or carbolic acid poisoning is suspected. In such cases normal saline solution should be used.

(II) In suspected coal-gas (charcoal) poisoning, a sample of the blood be sent in a small bottle properly corked. Add two drops only of formal in to prevent decomposition if available.

(III) Ashes and burnt bones should only be sent where a metallic poison is suspected. Vegetable poisons are destroyed during cremation.

Documents which should be forwarded: -

A. By post-

(1) Post-mortem Report.

NOTE: - Information on the following toxicological points should invariably be supplied: -

(a) Date and hour of onset of symptoms; date and hour of death; (c) in cases where the body has been exhumed, dates of burial and of exhumation should be entered in column headed "Death"; (d) in cases of suspected irritant poisoning, the condition of the gastrointestinal tract, as regards emptiness or otherwise, as well as any abnormal appearance of the mucous membranes should be specially noted.

The following information should also be given: -

(a) note of symptoms observed by the Medical Officer if the case has been seen during life by him, (b) note of nature and duration of treatment, if any, adopted by the Medical Officer, Police, or friends of deceased.

(2) Statements of symptoms (Police Form 29.37(1)(c) supplied by the police to the forwarding Medical Officer. (This form should be carefully filled in by the police, noting particularly the early or first symptoms observed).

(3) Certified copy of Police Reports (Urdu or otherwise) sent with the case to the forwarding Medical Officer.

(4) Forwarding memo. And invoice list of articles forwarded for examination to the Chemical Examiner.

(5) Impression or imprint of seal used to seal the packages.

NOTE: –(1) The seal should be a private one, and the same seal should be used throughout. The impression should be attached to the forwarding memo. (No.4), and should be protected by a thin layer of cotton wool to prevent its being broken in transit.

(2) An imprint of the seal on a piece of paper is better than an impression of the seal.

B. - Under cover of the box containing the articles for examination-

(1) Duplicate copies of forwarding memo., invoice list of articles sent for analysis.

(2) Duplicate impression or preferably imprint of seal used in the case.

NOTE: - Make sure that the bottles are properly corked and packed, otherwise packages stain the documents inside.

II. - **NON-FATAL-**

Vomit, stomach washing, purged matter, urine and suspected articles of food should be sent whenever available.

Documents which should be forwarded: -

A. – By post-

- (1) Statement of symptoms (Police Form 29.37(1)(c).
- (2) Note of symptoms observed by the Medical Officer.
- (3) Note of treatment, if any, adopted by the Medical Officer, police, or patient's friends.
- (4) Forwarding memo. (original) and invoice list of article forwarded for examination. The nature of the preservative fluid used, if any, should be stated.
- (5) Impression or imprint of seal used to seal the packages.

B. –Under cover of box containing the articles for examination -

- (1) Duplicate copy of forwarding memo., and invoice list of articles sent for analysis, and of police Form No. 29.37(1)(C).
- (2) Duplicate impression or imprint of seal used in the case.

ABORTION CASES

I. **Fatal:** - As in fatal human poisoning cases, but, in addition, the uterus and upper part of the vagina should invariably be sent, along with any foreign bodies found in the genital tract.

II. **Non-fatal:** - As in non-fatal poisoning cases, but, in addition, an foreign bodies expelled or removed from the vagina or uterus should be sent.

BLOOD-STAIN CASES

The entire garments or other articles suspected to be stained with blood should be sent if possible, not portions removed or cut from them. A label with number and description of the articles should be stitched or ties (not gummed or pasted) to each

separate article, care being taken that the labels correspond with the invoice list of articles. When the label is tied to the articles the string should be sealed.

NOTES: -(1) Take care that the stains are quite dry before being packed for examination. wet stains readily decompose.

(2) Do not make a circle with ink or indelible pencil around the suspected stains. In wet weather or during examination such circles run into the stain and interfere with the tests.

(3) Wet blood stains on a culprit's body should be removed with a clean cotton swab and properly dried before being sent for analysis. Dry bloodstains on a culprit's body may be gently scrapped into an envelope and then despatched for analysis.

Documents, which should be forwarded: -

A. –By post-

- (1) Forwarding memo. and invoice list of articles for examination.
- (2) Impression or imprint of seal used in the case.

B. –With the articles-

- (1) Duplicate copy of forwarding memo. and invoice list.
- (2) Duplicate impression or imprint of seal used in the case.

SEMEN CASES

The entire garment, etc., should be sent. The cloth should not be folded at the stained portion. The stain should be kept quite flat, and should be protected by a thin layer of cotton wool on each surface.

NOTE: - It is better to send swabs from the vaginal mucus than mounted slides. These swabs should be first dried and then forwarded in a small box of phial carefully labelled.

RULES FOR PRESERVING AND PACKING EXHIBITS FOR TRANSMISSION TO THE CHEMICAL EXAMINER

I. The suspected organs or other exhibits should be placed in a clean glass bottle or jar having a good fitting stopper or cork. Wide mounted bottles or jars of sufficient size must be used, otherwise the contents readily decompose. It is also difficult to empty narrow-mounted bottles or jars that are tightly packed.

II. Materials that are liable to decompose should be preserved by one of the following methods: -

(1) In cases of suspected human poisoning other than alcohol, phosphorus, carbolic acid and some of the lesser known volatile poisons, the material sent should be immersed in rectified spirit. The spirits should be sufficient to cover the material immersed in whatever position the vessel containing it may be held. On no account use common bazaar spirit. A separate four-ounce bottle of the rectified spirit added should be sent for independent analysis as a control.

(2) In those cases mentioned above where rectified spirit should not be added, the preservative used should be salt solution and the same precautions for immersion of material should be exercised. A salt

solution is made by adding a full tablespoonful of salt to about a pint of fresh clean water. A separate four-ounce bottle of this salt solution should be sent for independent analysis as a control.

- (3) If two or more examinations have to be made on the same occasion, the medical officer should complete one the label and seal the articles connected with it before commencing a second examination, otherwise there is risk of the viscera, etc., of one case getting mixed with those of another. He should clean his instruments and vessels before commencing the second case.
- (4) In cases of suspected cattle poisoning, the viscera or other material should be preserved in rectified spirit with the same precautions as those exercised in human poisoning cases (item 2).
- (5) It is advisable to keep a sample of the preservative added under lock and key in case the bottle containing the sample sent to the Chemical Examiner should arrive broken.

III. Great care should be taken that the stopper or cork of the bottle or jar fits tightly; especially as this necessary during the hot weather, when rectified spirit is added as a preservative. The stopper may first be candle waxed and then carefully tied down with leather or waterproof and sealed.

IV. To secure identity, the bottles or jars should be properly labelled with a list of the contents.

V. The bottles or jars should then be placed in a strong wooden box with plenty of packing material to ensure against any breakages during transit. Sawdust, cotton wool,

and dried grass are suitable for this purpose. Old office papers, etc., should not be used, as the copies of the forwarding documents enclosed in the box are liable to be thrown away with this waste paper packing material. Keep these documents well away from the bottles as breakages or leakages are apt to stain them.

VI. The box itself should be covered with common grey cloth properly sewed and sealed. Seals should be at short intervals of three inches along each line of sewing. All the seals must be similar and preferably the wax should be of the same kind. The seal used should be the ordinary office seal and must be kept under lock and key, current coins, or a series of straight, curved or crossed lines must not be used as seals. The box should be properly addressed and sufficient stamps added to cover postage; the box must also be franked.

VII. Under no circumstances should viscera from different cases be included in the same parcel.

VIII. The despatching officer who is invariably the District Health Officer or another medical officer authorized to conduct post-mortem examination, is personally responsible that these instructions are carefully followed.

NOTE: - In order to minimise the chances of parcels being lost in transit between the office of the Chemical Examiner and the Railway Station at Lahore, all articles for medico-legal examination should be sent by post as far as possible or better still by hand.

IX. In cases where the police send a closed parcel through the medical officer and the latter has no occasion to open it in transmission, the parcel should be packed in a second cloth cover and the forwarding memo, should also be enclosed. This procedure is

necessary and prevents cases getting mixed up on receipt in the Chemical Examiner's office.

X. A declaration of the contents to the postal authorities is unnecessary.

APPENDIX NO. 29.44(2)

INSTRUCTIONS FOR DEALING WITH SUBSTANCES OR OBJECTS SUSPECTED OF BEING EXPLOSIVE

INTRODUCTION

Explosive substances or objects which may cause explosion may be met with in the following forms: -

A. Liquids. - For example nitro-glycerine. These will rarely have to be dealt with. The possession of a liquid explosive is generally illegal.

B. Solids. -

- (1) **Blasting explosives:** - Dynamite, Gelatine Dynamite, Blasting Gelatine, Gelignite, etc. These are usually made up in cylinder form about two inches long in waterproof paper wrappers, stamped with the maker's name. They vary in consistency, from a tough leathery material to a soft one like ordinary stiff jelly.
- (2) **Gunpowder:** - May be black, brown or grey and is made up in cylinder form, cubes, pebbles, grains and powder.
- (3) **Gun cotton:** - Is white and is supplied in slabs or cylinders or loose ordinary cotton wool.
- (4) **Gun, rifle and shot gun powders:** - These are generally in cords, tapes or grains, but also found as small cubes or flakes. In colour they may be white, pink, yellow, blue or black.
- (5) **Fulminate:** - These are white or grey powders. They are extremely dangerous. Their possessions generally illegal.

- (6) **Picric acid and picrates:** - These are crystalline or may be in powder form. They have a brilliant yellow colour if pure. A license is required for their possession.
- (7) (a) **Ammonal:** - This is a mixture of trinitrotoluene, ammonium nitrate, aluminum powder and charcoal. It is a silvery brown paste.
- (8) (b) **Amatol:** -Is a mixture of trinitrotoluene and ammonium nitrate. In appearance it is a brown paste.
- (9) **Chlorate of potash:** - May be found in clear tabular crystals or as a white powder.
- (10) **Carbide or phosphide of calcium:** - Under certain circumstances these may cause violent explosion.
- (11) **Detonators and caps:** - These are explosives made up in metal tubes or small metal caps. Military detonators, friction tubes and time fuses are made in a great variety of forms. All detonators should be handled with the utmost care.
- (12) **Fuse:** -This is slow burning gunpowder rolled upon cloth or paper in the form of long cords. Military fuses are made up in metal bodies in great variety of forms.
- (13) **Cartridges:** - These are either commercial, military or sporting and generally contain their own means of ignition in the form of a cap or primer. Cartridges for big guns generally consist of explosives made up in silk cloth or shalloon bags or bundles.

- (14) **Bombs:** - These are explosives contained in receptacles such as bottles, jars, coconut shells, cloth, jute or hemp, balls or bundles, books, letters, tins, metal shells, bamboo tubes, water cistern floats, chatties, etc., the whole being designed to explode by percussion, fuse, trigger, by being inverted, etc.
- (15) **Fireworks:** - Fireworks are provided with a fuse of touch papers or slow match. Throw downs, crackers, explosives, corks, or objects designed to explode by percussion, provided they are not detonates, caps or cartridges are not fireworks, but bombs.
- (16) **Rickets:** - Some rockets are not fireworks. Life saving, signal and military rockets are dangerous and should be handled with care.
- (17) **Signals:** - These may be ships-flares, signal lights, etc. they are not fireworks.

C. **Gases:** - Liquid or compressed gases (ammonia, oxygen, hydrogen, acetylene, carbon-di-oxide) in cylinders, sparkets, etc., may under certain circumstances cause violent explosion.

INSTRUCTIONS

A local police officer should communicate at once with the Head of District Police, who will himself proceed, or depute some responsible officer to proceed, to the place to carry out the following instructions: -

1. If you have any reason, however slight, to suspect that the substance or object with which you are dealing is dangerous then regard it as being Highly Explosive until such time as it is proved to be otherwise.

2. * * * * *

3. During the removal, guarding or examination of any substance or object suspected of being explosive, all unnecessary person whether police or otherwise should be sent away.

4. If the substance you are examining is-
Liquid, proceed as in paragraphs 6 to 7. Solid, proceed as in paragraphs 8, 9 or 10.
Gas, proceed as in paragraph II.

5. If the object you are examining is a -

Detonator or cap,	}	proceed as in paragraph 12.
Fuse,		
Cartridge,		
Firework,		
Rocket,		
Signal light,		

Bomb, proceed as in paragraph 13.

6 If the substance is a liquid in an open vessel carefully dip into the liquid a pencil or thin piece of stick and allow one drop to fall on a small piece of blotting paper or tin foil (silver paper). Remove this ten yards or more from the vessel or vessels containing the bulk of the liquid, place it upon a flat surface of iron or stone strike it a sharp glancing blow with a flat headed hammer. Repeat the test three times with fresh drops and also by burning a fresh drop of the liquid on blotting paper in the flame of a spirit lamp or candle.

(A) The substance explodes or burns rapidly. Place about half an ounce of the liquid in a small clean bottle, carefully cork it up (do not use a glass or metal stopper), and after packing in cotton wool in a box or

tin, send it by messenger to the Chief Inspector of Explosive, Lahore or Islamabad with your report. The bulk of the liquid should be locked up in an isolate place until instruction are received from the Chief Inspector of Explosive, concerned as to its disposal.

- (B) The substance does not explode or burn rapidly, place about half an ounce of the liquid in a small clean bottle, cork up and after packing by hand to the Chief Inspector of Explosive, Lahore or Islamabad with your report, the bulk of the liquid should be locked up in any convenient place until the report of the Chief Inspector of Explosive, concerned is received.

7. When the substance is a liquid in a closed vessel-

(1) If the vessel is a bottle and is not suspected if being a bomb and the stopper will not come out when using only moderate power, do not attempt to open but send it by messenger to the Chief Inspector of Explosive, Lahore or Islamabad together with your report, first having carefully packed and bottle upright in a box with straw, sawdust, or paper, etc.

(2) If the vessel is a bottle and is not suspected of being a bomb and the stopper will come out, then proceed as in paragraph 6.

(3) If the vessel is not suspected of being a bomb and is of metal or other hard material and the stopper will not come out when moderate force is used, do not attempt to open expose it to as little shaking as possible and without turning it over in any way, to such open place of safety in the vicinity as may be available, where its ignition or explosion would be attended with a minimum of mischief, e.g., a yard or a garden or

other open space from which the public are or can be excluded. Tie two pieces of strong cord to the vessel passing one cord round a hook or tree and from round the corner of a building and after all persons have been removed from within range, pull the cords backward and forward so that the vessel is upset and given as serve a shaking as possible, then leave the vessel alone for twelve hours.

If explosion is not obtained and the vessel is not too large send it by messenger to the Chief Inspector of Explosive, Lahore or Islamabad with your report.

If the vessel is a large one, try once more to open it using more force. If you cannot open it, remove the vessel to a convenient place where it can be locked up and send a copy of your report and all connected papers to the Chief Inspector of Explosive, Lahore or Islamabad.

8. When the substance is a solid in an open vessel-

(1) Carefully take out with a piece of cardboard or flat stick of few grains of the solid and after removing it ten yards or more away from the vessel or vessels containing the bulk of the substance, place it upon a flat surface of iron or stone and strike it a sharp glancing blow with a flat headed hammer. Repeat the test three times with fresh substance and also try brining a small portion on blotting paper in the flame of a spirit lamp or candle.

(A) **The substance explodes or burns rapidly:** - Take a very small amount of the substance, add to it a little water and notice what happens. If the substance undergoes change and there is no sign of any gas being given off, or of heat being generated, place about half an ounce of the substance in a small clean bottle and fill up with

clean water. Cork the bottle carefully, taking the precaution not to use a glass or metal stopper, and then pack it in cotton wool in a box or tin and send it by messenger to the Chief Inspector of Explosive, Lahore or Islamabad with your report.

The bulk of the substance should then be covered with clean water and locked up in an isolate place until instructions are received from the Inspector of Explosives as to its disposal.

- (B) **The substance does not explode or burn rapidly:** - Test a small amount of the substance with water in exactly the same way as detailed in (A). If the substance undergoes no change and there is no sign of any gas being given off, or of heat being generated, place about half an ounce of the substance in a small clean bottle and full up with water. Cork the bottle carefully, and after packing, send it by hand to the Chief Inspector of explosive, Lahore or Islamabad with your report.

The bulk of the substance should then be covered with clean water and locked up in any convenient place until the report of the Chief Inspector of Explosive, concerned is received.

(2) If you find that the substance under sub-paragraphs (A) and (B) does undergo a change, etc., when water is added, proceed exactly as before, except that the sample in all cases should be sent dry, and the bulk also kept dry. Make certain that your bottle is absolutely dry before you put the sample into it.

9. When the substance is a solid in a closed vessel-

- (1) If the vessel is a bottle and is not suspected of being a bomb and the stopper will not come out when only moderate power is used, do not attempt to open it but send it by messenger to the Chief Inspector of Explosive, Lahore or Islamabad together with your report, first having carefully packed the bottle upright in a box with straw, sawdust, papers, etc.
- (2) If the vessel is a bottle and is not suspected of being a bomb and the stopper will come out then proceed as in 8.
- (3) If the vessel is not suspected of being a bomb and is of metal or other hard material proceed as in 7 (2).

10. **When the substance is calcium carbide or calcium phosphide:** - If it is desired to destroy calcium carbide or calcium phosphide, this can be done by dropping them into deep water, but not more than half a pound at a time, waiting until no more gas is given off before a fresh portion is destroyed.

11. **When the substance is a gas:** - Gases are generally found compressed in cylinders, sparklets, etc. They should be kept cool and away from the direct rays of the sun. If it is desired to know what gas is in any cylinder, the whole cylinder should be sewn up in a coir matting and sent by train to the Chief Inspector of Explosive, Lahore or Islamabad together with your report. Small cylinders or sparklets only a few inches long can be sent by hand if well packed in cotton wool in a wooden box.

12. When the object is a detonator, cap, fuse, cartridge, firework, rocket, light, these should never, under any circumstances, be sent through the post. A few should be carefully packed separately in cotton wool in a wooden box and be sent by hand to the

Chief Inspector of Explosive, together with your report. The bulk should be locked up in an isolated place.

13. When the object is a bomb-

(1) These may be met with in the following forms: -

- A. Military grenades.
- B. Copies of military grenades.
- C. Bombs made up in soda bottles, jam tins, water cistern floats, chatties, cocoanut shells, bundles of jute or hemp, bamboo tubes, etc.
- D. Book bombs.
- E. Letter bombs.
- F. Plastic bombs.

(2) Any of these may be designed to explode-

- A. when moved in any way,
- B. when turned over,
- C. when placed in water,
- D. when thrown down,
- E. by lighting a fuse,
- F. by clockwork,
- G. by chemical reaction.

(3) Before touching the bomb examine it where it lies and see if you can detect the arrangement for firing. See if there is any trigger and, if so, if it is set or not. Do

not move the bomb, unless you are satisfied that it is safe to do so. If you are not satisfied, then place a guard over the bomb and report to your senior officer.

A. Military Grenades: - The first thing to do is to see that the safety pins in position, that it is not broken or corroded and that the ends are well splayed out so that it cannot be jolted out. See that the jaws of the lever are in good condition and support the sticker correctly. Being satisfied on these points, the base should be unscrewed and, if the igniter set and the bomb in cotton wool in separate wooden boxes and send by hand to the Chief Inspector or Explosive, Lahore or Islamabad together with your report.

If the safety pin and lever are missing and the striker is inside the bomb, it will probably have to be destroyed in situ. Set a guard over it where it lies and report to our senior officer.

B. Copies of Military Grenades: - These are generally something like a military grenade but are of cruder finish. They must only be handled by persons who have handled bombs before. It is generally possible to render them harmless by removing an explosive cap or tuft of gun cotton. This should only be done when you are satisfied that the trigger is safe. Do not put this type of bomb in water but, provided the trigger has been made safe, it should be packed in cotton wool in a wooden box and be sent by hand to the Chief Inspector of Explosive, Lahore or Islamabad together with your report.

C. Bombs made up in Soda Bottles, etc: - First arrange a string bag and strong cord over a large bucket of hot water. Carefully remove the bomb keeping it in the same position as found and place it in the bag and from round the corner of a building, first having sent everybody present under cover lower the bomb into the hot water and leave it there for 24 hours. The water will then be cold.

It may then be taken out and be carefully packed in wet straw or cotton wool in a wooden box and be sent by hand to the Chief Inspector of Explosive, Lahore or Islamabad together with your report.

If the bomb is well made and there is a possibility that the water may not have penetrated inside, it should be given the rough treatment described in paragraph 7(3) before being sent away.

D. Book Bombs: - These are bombs made up in book form and are generally designed to explode when the book is opened or turned over. Such a bomb should be very carefully taken to an isolated place, keeping it in the original position all the time and be locked up. Send a report on the subject to the Chief Inspector of Explosive, Lahore or Islamabad.

E. Letter Bombs: - These are letters containing explosives, which are designed to explode when opened. Place the whole letter in a bucket of water. When the letter is quite wet, pack it in a tin in wet cotton wool and send by hand to the Chief Inspector of Explosive, together with your report.

F. Booby Traps-

1. “Booby Traps” are bombs generally designed to explode in the presence of an officer who is engaged in searching suspected premises.
2. They may be designed to explode when the bomb is moved in any way or electric contact is made by some action of the officer or by clockwork or chemical means.
3. The most prevalent procedure is to cause one bomb to explode in a house by time fuse, such as a burning candle, leaving a second bomb, which will explode when the

officer comes to investigate the first explosion, or the officer may be tempted to the house by a message. Telephone call, etc.

4. Another method is to leave the second bomb with an obvious means of ignition such as a burning candle in the hope that the officer will extinguish the candle and then consider the bomb as safe whereas it is really designed to explode if moved in any way.

5. Never enter a house or room in which you suspect booby traps by the obvious way. First smash a window or knock a hole in the wall with a crowbar opposite the door to see if the door can be safely opened.

6. Enter the house or room very slowly touching nothing until each object has been carefully examined. Make a loop at the end of a long rope and drop the loop over each object, which might be a bomb without touching it. These may be such things as tins, trunks, kettles, laps, buckets, boxes, clocks, etc. From outside the room or house jerk the object about by means of the rope and do not enter the room or house again for some minutes in each case. Open the lids of boxes or trunks by means of the rope from round the corner.

7. If an unexploded bomb is discovered after this treatment proceed as in paragraph C above.

APPENDIX NO. 29.45(4)

MEMORANDUM OF THE SYMPTOMS PRODUCED BY THE MORE COMMON POISONS

Poisons.	Native name.	Usual symptoms.
Arsenic	Sammulfar Sankhia Hartal and Mansil	Vomitings; burning pain in the stomach; great thirst; sometimes-cold skin; cramps in the limbs, and sleepiness.
Opium	Afium Afim	Sleepiness; pupils contracted; complete insensibility; skin sweating; vomiting seldom occurs.
Aconite	Bish	Numbness; and tingling in the mouth and throat, afterwards in the limbs; frothing at the mouth; sleepiness occasionally convulsions or delirium or paralysis.
Dhature	Dhature	Pupils dilated; delirium; insensibility; vomiting rare.
Nux vomica	Kuchila	<p>Twitching in the limbs, followed by violent spasms and often lockjaw. The spasms cease for a time and then again return, often without evident cause; it usually affects the whole body.</p> <p>Shortest times before symptoms-15 minutes.</p> <p>Shortest time before death –1hour.</p>

NOTE. – Any one of the above symptoms may be absent; through the poison by which they are caused has been administered.

EFFECT OF COMMON POISONS

Poison.	Ordinary interval between taking the poison and the appearance of symptoms.	Ordinary time before death.
Arsenic	Half to one hour	6 to 24 hours.
Opium	Half to one hour	6 to 12 hours.
Aconite	15 minutes.....	1 to 8 hours.
Dhatura	5 to 10 minutes.....	6 to 12 hours.
Nux vomica	Half to on hour.....	1 to 6 hours.

FORM NO. 29.46(X)

INFORMATION REGARDING ANIMAL POISONING

F.I.R. No. _____ Dated _____ Section _____ Police Station _____

1.	Points to be specially noted. Class of animal (horse, buffalo or bullock, etc.).	1
2.	Age and general condition previous to poisoning.	2
3.	The symptoms after the poison was given or before death.	3
4.	How long after feeding the symptoms were in coming on?	4
5.	What the prominent symptoms were?	5
6.	How long the animal lived after the symptoms made their appearance?	6
7.	What poison was supposed to have been used.	7
8.	Appearance presented by the carcass after death.	8
9.	Any other particulars likely to be of value.	9

Dated _____ }
_____ 20 . }

Officer incharge of Police Station.

FORM NO. 29.55(1)

CASE DIARY

POLICE STATION _____

DISTRICT _____

First Information Report _____ of 20 .
No. Date and Place of occurrence.

Case Diary No. _____
Time and date of receipt in Police
Station. _____
Time and date of despatch from
police station. _____

Offence: - _____

Date (with hour) on which action was taken.	Serial No. of report.	Record of Investigation.

CASE DIARY- continued.

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FORM NO. 29.57(1)

CHARGE SHEET

District _____ Charge Sheet No. _____, Dated _____ 20 .
 Police Station _____ in first information No. _____
 Dated _____

1	2	3	4	5	6	7
Name, address and occupation of complainant or informant.	Names and addresses of accused persons not sent up for trial, whether arrested or not arrested, including absconders (show absconders in red ink).	NAMES AND ADDRESSES OF ACCUSED PERSONS SENT FOR TRIAL.		Property (including weapons) found, with particulars of where, when and by whom, found and whether forwarded to Court.	Names and addresses of witnesses.	Charge or information: - Name and offence and circumstances connected with it, in concise detail, and under what section of the law charged.
		In custody.	On bail or recognizance.			

Despatched at _____ A.M.
 _____ P.M. on 20 .

Signature of investigating officer

APPENDIX NO 29.57(2)

(Chapter II-B, Volume – III High Court Rules and Orders)

PART B: - REMAND TO POLICE CUSTODY.

1. **Introductory:** - The following instructions on the subject of remands to police custody have been issued by the High Court.
2. **Distinction between remand to police custody and remand to judicial lock-up:** - Courts should observe the great distinction between a remand to police custody and an ordinary remand to the lock-up under section 344 Criminal Procedure Code, on the adjournment of an inquiry or trial owing to the absence of a witness or from any other reasonable cause.
3. **Non-completion of police investigation does not justify detention by police:** - The non-completion of the enquiry or trial justifies the latter, but the former requires something more, as it is expressly provided by section 167, Criminal Procedure Code, that the non-completion of the investigation shall not, in the absence of a special order of a court, be deemed to be a sufficient case for the detention of an accused person by the police.
4. **Remand to be granted in cases of real necessity:** - Ordinarily, when an investigation is incomplete, the proper course is for the accused person to be sent up promptly with such evidence as has been obtained, and for the trial to be commenced at once by the court and proceeded with, as far as possible, and then adjourned for further evidence. In the opinion of the High Court, a remand to police custody ought only to be granted in cases of real necessity and when it is shown in the application that there is

good reason to believe that the accused can point out property or otherwise assist the police in elucidating the case.

5. **Court should discourage tendency of police to take remand to extort**

confession: - The police are too often desirous of retaining the accused in their custody for the longer period than twenty-four hours merely in the hope of extracting some admission of guilt from him. This is contrary to section 163 Criminal Procedure Code, and the following section of the Code of Criminal Procedure, and to spirit of the Code generally; and court must be careful not to facilitate this object by too great a readiness in granting remands.

6. **Remand cannot be granted for more than 15 days. Procedure when accused**

is brought before a court to obtain remand: - It should be further remembered that remands to police custody cannot be granted under the Code of Criminal Procedure, for a longer period than 15 days altogether, and cannot be granted at all by a court of the third class, or by a court of the second class not specially empowered by the Provincial Government. When an accused is brought before a court in accordance with section 167, sub-section (I), Code of Criminal Procedure the court must adopt one of the following courses: -

- (1) If he has jurisdiction to try the case or commit it for trial, either –
 - (a) discharge the accused at once, on the ground that there is no cause shown for further detention, or
 - (b) remand him to police custody (if empowered to do so) or the judicial custody as he may think fit, for a term not exceeding 15 days which term, if less than 15 days, may subsequently be

extended up to the limit of 15 days in all, in terrorist cases, the remand may be granted for 90 days if there are reasonable ground for the same. or

- (c) proceed at once to try the accused himself, or hold an inquiry with a view to committing him for trial, or
 - (d) if for any reason it seems necessary, forward the accused at once to the District and Session Judge to whom he is subordinate, or
- (2) If he has not jurisdiction to try the accused or commit him for trial, he must either-
- (a) if he thinks there is no ground for further detention, at once send the accuse to a court having jurisdiction, with a view to his trial or discharge, or
 - (b) if he thinks there is ground for further detention, remand him to police custody (if empowered to do so) or to judicial custody as he may think fit for a term not exceeding 15 days, which term, if less than 15 days, may subsequently be extended up to the limit of 15 days in all. In terrorist cases the Court may grant remand up to 90 days if there are reasonable grounds for the same.

7. **Accused must be produced before the court who should satisfy himself about necessity for remand:** - Before making an order of remand to police custody under section 167 of the Code of Criminal Procedure, the Judicial Officer should satisfy himself that-

- (1) there are ground for believing that the accusation against the person sent up by the police is well founded;
- (2) there are good and sufficient reasons for remanding the accused to police custody instead of detaining him in judicial custody.

In order to form an opinion as to the necessity or otherwise of the remand applied for by the police, the court should examine the copies of the diaries and ascertain what previous orders (if any) have been made in the case, and the longer the accused person has been in custody the stronger should be the grounds required for a further remand to police custody.

The accused person must always be produced before the court when a remand is asked for.

8 **Principle applying remand cases:** - The following principles are laid down for the guidance of court in the matter of granting remands.

- (1) Under no circumstances should an accused person be remanded to police custody unless it is made clear that his presence is actually needed in order to serve some important and specific purpose connected with the completion of the inquiry. A general statement by the officer applying for the remand that the accused may be able to give further information should not be accepted.
- (2) When an accused person is remanded to police custody the period of the remand should be as short as possible.

- (3) In all ordinary cases in which time is required by the police to complete the inquiry, the accused person should be detained in judicial custody.
- (4) Where the object of the remand is merely the verification of the prisoner's statement, he should be remanded to judicial custody.
- (5) An accused person who has made a confession before a Judicial Officer should be sent to the Judicial lock-up and not made over to the police after the confession has been recorded. If the police subsequently require the accused person for the investigation, a written application should be made giving reasons in detail why he is required and an order obtained from the court for his delivery to them for the specific purposes named in the application. If an accused person, who has been produced for the purpose of making a confession, has declined to make a confession or has made a statement which is unsatisfactory from the point of view of the prosecution he should not be remanded to police custody.

9. **Reasons for grant of remand to be recorded:** - In any case when an accused person is remanded to police custody, the reasons must be recorded in the order of remand, and when the court ordering a remand is not himself trial court he must at once send a copy of his order, with his reasons for making it, to the District and Session Judge to whom he is immediately subordinate.

10. **Procedure when a remand for more than 15 days is required for completion of the case:** - If the limit of 15 days has elapsed, and there is still need for further

investigation by the police, the procedure to be adopted is that laid down in section 344, Criminal Procedure Code. The case is brought on to the court's file and the accused, if detention is necessary, will remain in judicial custody except terrorist cases. The case may be postponed or adjourned from time to time for periods of not more than 15 days each , except terrorist cases and as each adjournment expires the accused must be produced before the court, and the order of adjournment must show good reasons for making the order.

11. **Strict supervision to be exercised over the action of court granting remands: -**

District and Session Judge should take measures to exercise strict supervision over the action of all courts subordinate to them, in regard to the granting of remand under section 167 of the Code of Criminal Procedure, and, as he receive the reports made under the last clause of that section, he possesses the means for exercising the supervisions here required of them without any difficulty.

12. **Before the grant of remand accused should be heard and allowed to engage a counsel: -**

(1) The following instructions have been issued by the Punjab Government for the guidance of courts in regard to grant of remand: -

- (a) Before a remand is granted in any case, the court should inform the accused that he is a court and that a remand has been applied for, and he should ask the accused whether he has any objection to offer to the remand. The order granting the remand should be written at the time it is announced, in the presence of the accused.

- (b) If the accused wishes to be represented by counsel, the court should allow time for counsel to appear and argue the matter before him. He may grant a temporary remand in such circumstances until arguments have been heard.

Right of accused to access to counsel and friends: -

(2) The Punjab Government have issued the following instruction in regard to the right of accused to access to counsel and friends: - An accused person should not be removed to a place which is either inaccessible or unknown to his friends or counsel. Information regarding his place of confinement should at all the time be given to his friends on their application and the prisoner himself should be informed that he is entitled to have the assistance of counsel and to communicate with his relations and friends.

FORM NO. 29.58(2)

FINAL REPORT UNDER SECTION 173, CRIMINAL PROCEDURE CODE

District _____ Final report No. _____, dated _____ 20 .
Police Station _____ in first information No. _____
Dated _____ 20 .

<ol style="list-style-type: none">1. Name and address of complainant or informant.2. Nature of charge or complaint.3. Description of property stolen, if any,4. Name and addresses of accused persons, if any,5. If arrested, dated and hour of arrest.6. Date and hour of release and whether on bail or recognizance.7. Property (including weapons) found, with particulars of where, when and by whom, found and whether forwarded to Court.8. Brief description of information or complaint, action taken by police with result, and reasons for not proceeding further with investigation.	
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Despatched at _____ A.M. on _____ 20 .

P.M.

Signature of Investigation Officer

N.B. – The court should record his order on the back.

Chapter No. XXX

Police Station

30.1 **Restructuring of police stations:** -(1) Police Station is the first of criminal justice system which provides basic services to the public therefore necessary amendments are being introduced in the instant chapters.

(2) With a view to meeting objectives stated in sub-rule (1) above it is essential that not only the level of command at a police station should be upgraded but also the existing police stations be reform to provide better policing, improved operational capability.

30.2 **Attitude and responsibilities of police:** -(1) With a view to bringing about change in the attitudinal response in the police towards public as well as inculcating a better sense of shouldering responsibilities, through better recruitment educational level training pay & allowances facility environment and conditions behave with the members of the public with due decorum and courtesy;

- (a) promote amity;
- (b) guide and assist members of the public particularly the poor, disabled or physically weak and children who are either lost or find themselves helpless on the streets or other public places; and
- (c) aid individuals who are in danger of physical harm particularly women and children.

(2) Duties of police mentioned in sub-rule (1) regarding attitude and responsibilities of police should be prominently displayed in a police station and properly explained to all

police officers working in a police station as provided in Article (3) of the police order 2002 as follow:-

- (a) behave with the members of the public with due decorum and courtesy;
- (b) promote amity;
- (c) guide and assist members of the public particularly the poor, disabled or physically weak and children who are either lost or find themselves helpless on the streets or other public places; and
- (d) aid individuals who are in danger of physical harm particularly women and children.

30.3 Duties of police: -(1) Article 4 of the Police Order 2002 has laid down that subject to law, it shall be the duty of a police officer to: -

- (a) protect life, property and liberty of citizens;
- (b) preserve and promote public peace;
- (c) ensure that the rights and privileges, under the law, of a person taken in custody, are protected;
- (d) prevent the commission of offences and public nuisance;
- (e) collect and communicate intelligence affecting public peace and crime in general;
- (f) keep order and prevent obstruction on public roads and in the public streets and thoroughfares at fairs and all other places of public resort and in the neighbourhood of and at the places of public worship;
- (g) regulate and control traffic on public roads and streets;

- (h) take charge of all unclaimed property and to prepare its inventory;
 - (i) detect and bring offenders to justice;
 - (j) apprehend all persons whom he is legally authorised to apprehend and for whose apprehension, sufficient grounds exist;
 - (k) ensure that the information about the arrest of a person is promptly communicated to a person of his choice;
 - (l) enter and inspect without a warrant on reliable information any public place, shop or gaming-house where alcoholic drinks or narcotics are sold or weapons are illegally stored and other public places of resort of loose and disorderly characters;
 - (m) obey and promptly execute all lawful orders;
 - (n) perform other duties and exercise powers as are conferred by this Order, the Code or any other law for the time being in force;
 - (o) aid and co-operate with other agencies for the prevention of destruction of public property by violence, fire, or natural calamities;
 - (p) assist in preventing members of public from exploitation by any person or organized groups;
 - (q) take charge of lunatics at large to prevent them from causing harm to themselves or other members of the public and their property; and
 - (r) prevent harassment of women and children in public places.
- (2) The duties of police mentioned above should be explained to all police officers working in the police station and they should be periodically interviewed by the officer

incharge of the police station to ensure that they understand these duties properly so that no deliberate negligence or misconduct on their part takes place.

30.4 **Code of conduct:** -(1) Besides prescribing attitude and responsibilities of police and general duties of police, Article 114 of Police Order 2002 has laid down that Provincial Police Officer shall prescribe a code of conduct for police officers.

(2) Code of Conduct has been prescribed in Police Rule 6.46 and the same is repeated here for the general information of the staff posted at the Police Stations. Police Rule 6.46 reads as under: -

“A Code of Conduct is essential for regulating police conduct and behaviour in the discharge of their official duties and obligations. For the fulfillment of the redefined roles, responsibilities and duties a police officer shall abide by the following Code of Conduct: -

- (i) The police must fulfill the duty imposed upon them by law in protecting all persons against illegal acts by manifesting high degree of responsibility required by their profession.
- (ii) The police shall in the performance of their duty, protect human dignity, maintain and uphold rights of all persons.
- (iii) The police may use force only when strictly necessary and to the extent required by the performance of their duties.
- (iv) Police shall not disclose any matters of confidential nature, which are by law in their possession unless the performance of duty or the need of justice strictly requires otherwise.

- (v) No police officer may inflict, instigate or tolerate any act of torture or other cruel, in-human, or degrading treatment or punishment nor any police officer may invoke any order, state of war, a threat to national security, internal political instability or any other public emergency as a justification of torture or other cruel, in-human, or degrading treatment or punishment.
- (vi) Police officials shall reasonably ensure protection of the health of persons in their custody and in particular shall take immediate action to secure medical attention.
- (vii) Police officials shall not commit any act of corruption. They shall also rigorously oppose all such acts.
- (viii) Police Officer shall inform a person nominated by arrested person about his arrest by the quickest sources available to him. Entry of conveying of such information shall be entered in the Daily Diary of the Police Station.

(3) The police shall respect the law and this code of conduct. They shall also to the best of their ability, prevent and oppose any violation of them. Any police officer who contravenes code of conduct may be dealt with under efficiency and discipline rules contained in Chapter VIII and may be awarded one or more punishments prescribed in Chapter VIII of these rules.

30.5 Penalties and punishments: -(1) Any police officer who contravenes code of conduct may be dealt with under efficiency and discipline rules contained in Chapter VIII and may be awarded one or more punishments prescribed in Chapter VIII of these rules.

(2) Any police officer who-

- (a) makes for obtaining release from service as police officer, a false statement or a statement which is misleading in material particulars or uses a false document for the purpose;
- (b) is guilty of cowardice, or being a police officer of junior rank, resigns his office or withdraws himself from duties without permission;
- (c) is guilty of any wilful breach or neglect of any provision of law or of any rule or regulation or any order which he is bound to observe or obey;
- (d) is guilty of any violation of duty;
- (e) is found in a state of intoxication, while on duty;
- (f) malingers or feigns or voluntarily causes hurt to himself with the intention to render himself unfit for duty;
- (g) is grossly insubordinate to his senior officer or uses criminal force against a senior officer; or
- (h) engages himself or participates in any demonstration, procession or strike or resorts to or in any way abets any form of strike or coercion or physical duress to force any authority to concede anything,

shall, on conviction, for every such offence be punished with imprisonment for a term which may extend to three years and with fine.

(3) Prosecution under this Article shall require a report in writing by an officer authorized in this behalf under the rules as provided in police order 2002.

(4) Whoever, being a police officer: -

- (a) without lawful authority, or reasonable cause, enters or searches or causes to be entered or searched any building, vessel, tent or place;

- (b) vexatiously and unnecessarily seizes the property of any person;
- (c) vexatiously and unnecessarily detains, searches or arrests any person; or
- (d) inflicts torture or violence to any person in his custody;

shall, for every such offence, on conviction, be punished with imprisonment for a term, which may extend to five years and with fine.

(5) Any police officer who vexatiously and unnecessarily delays the forwarding to a court or to any other authority to whom he is legally bound to forward any arrested person, shall, on conviction, be punished with imprisonment for a term which may extend to one year and with fine.

30.6 Protection to police officers. No police officer to be liable to any penalty or payment of damages on account of acts done in good faith in pursuance of duty: -

(1) No police officer shall be liable to any penalty or to payment of damages on account of an act done in good faith in pursuance or intended pursuance of any duty imposed or any authority conferred on him by any provision of this Order or any other law for the time being in force or any rule, order or direction made or given therein.

(2) In case of an alleged offence by a police officer, or a wrong alleged to have been done by him or by any act done under colour of duty or in exercise of any such duty or authority of this Order or when it shall appear to the Court that the offence or wrong if committed or done was of the character aforesaid, the prosecution or suit shall not be entertained, or shall be dismissed, if instituted after more than six months from the date of the action complained of.

(3) In the case of an intended suit on account of an alleged wrong referred to in Article 172 by a police officer, the person intending to sue shall give two month's notice as prescribed in section 80 of Civil Procedure Code 1908, of the intended suit with sufficient description of the wrong complained of.

(4) The provisions of section 80 of the Civil Procedure Code, 1908, shall *mutatis mutandis* apply to the notice referred to in clause (3).

30.7 Police station buildings: -(1) All police stations shall function in properly designed buildings approved by the Government on the recommendation of Provincial Police Officer or Capital City Police Officer as the case may be.

(2) Rented buildings which do not fulfil the security requirements as well as of lock-up and safe storage of arms and ammunition shall not be used for the purpose of a police station.

(3) A building of police stations shall include the following essential features: -

- (a) Lock-up
- (b) Bathrooms
- (c) Armoury
- (d) Reporting room
- (e) Offices of officer incharge
- (f) Offices for Sub-Inspectors and Assistant Sub-Inspectors
- (g) Record rooms for current and old record
- (h) Interrogation rooms
- (i) Waiting room

- (j) Living room for the officer incharge
- (k) Barrack accommodation for unmarried officers
- (l) Family quarters near the building of police station
- (m) Canteen near the building of police station
- (n) Separate offices for the investigation staff
- (o) Separate office for lady police
- (p) Store room
- (q) Wireless room and accommodation for wireless staff.
- (r) Computer room.

30.8 Equipments for police station: - A police station shall be provided with the following essential equipment: -

- (a) Arms and ammunicions
- (b) Handcuffs
- (c) Helmets
- (d) Polo sticks
- (e) Tear gas guns, shells and tear gas grenades
- (f) Bullet proof jackets
- (g) Anti-riot equipment
- (h) Finger printing kits
- (i) First aid box
- (j) Camera
- (k) Video equipments

- (l) Wireless
- (m) Very light pistols and cartridges
- (n) Night vision devices
- (o) Office furniture and almirahs
- (p) Racks and Safes for record
- (q) Beds and boxes
- (r) Rifle racks for arms and ammunition
- (s) Telephone and Mobile
- (t) Wall clock
- (u) Emergency lights
- (v) Investigation kit.
- (w) Computers and Fax.
- (x) Finger Print system etc.
- (y) Police tap for establishing Police Boundaries.
- (z) Water bouzer for Police Station.

30.9 Transport for police stations: - A police station shall be provided with at least

the following transport: -

- (a) One pick-up for duties
- (b) One mobile patrol for each beat in an urban police station
- (c) One mobile patrol for each Zail/ Halqa (Rural Area.)
- (d) Adequate number of bicycles for miscellaneous duties
- (e) Sufficient no of Motor cycles according to beat duty.

- (f) Transport for incharge Investigation staff.

30.10 **Stationery:** - Following essential items of stationery shall be provided to a police station in order to avoid official work on loose sheets and burden on the public to provide stationery for the police station.

- (a) All printed registers required to be maintained at a police station under police rules in adequate number
- (b) All printed forms and slips required by the police station under police rules and procedures
- (c) Registers of case diaries with numbered pages
- (d) Other general items of stationery, carbon papers, pencils, pens, file covers, seal stamps and sealing material etc.
- (e) Police station stamps
- (f) Cloth for parcels
- (g) Locks
- (h) Envelopes
- (i) Service stamps
- (j) Plastic bag for sample packing.

30.11 **Officer incharge of police station:** -(1) The officer incharge of a police station is a police officer of the rank of Inspector vide Article 21 clause (4) of the Police Order 2002.

(2) An Assistant Superintendent of Police may be posted as officer incharge of a police station in selected police stations.

(3) Officer incharge of a police station, according to clause (p) sub-section (1) of section 4 of the Criminal Procedure Code 1898, includes, when the officer incharge of the police station is absent from the station house or unable from illness or other cause to perform duties, the police officers present at the station house who is next in rank to such officer and is above the rank of a constable or when the Provincial Government so direct, any other police officer so present.

30.12 Main duties of officer incharge: -(1) An officer incharge of a police station is within the limits of his jurisdictions primarily responsible for the effective working, management, good conduct and discipline of the local police, for the preservation of peace and the prevention and detection of crime. The due performance of all police duties, the exercise by the police of the powers granted to them by law, the correctness of all registers, records and reports prepared by them, and the direction, instruction and efficiency of all police subordinates in the station jurisdiction are matters for which the officer-in-charge of a police station is essentially answerable.

(2) It is also the duty of the officer incharge of a police station to-

- (a) acquire detailed and accurate knowledge, of Police Station area
- (b) obtain cooperation of the general public, elected representative of the area encouraging them to give him information to assist him in this work
- (c) keep a strict watch through his subordinates over all known bad characters,

- (d) communicate all intelligence reports promptly to his superiors and to other Agencies.
- (3) He is the chief investigating officer in cases entrusted to the police station staff for investigation, and as such he shall conduct all such investigations in person, so far as circumstances permit. Should it be necessary, owing to the absence of the officer incharge or any other cause, for a subordinate to undertake an investigation, the officer incharge shall satisfy himself by perusing the case diary and questioning the investigation officer that the investigation has been fully and properly conducted and shall remedy if it is defective.
- (4) When present at police station he shall personally supervise the routine work of the police station, and shall be careful to see that there are no arrears of correspondence and that the accounts are correct.
- (5) The officer incharge shall render all possible assistance to investigators of the investigation branch including apprehension of accused and conducting raids and in all matters connected with investigation.

30.13 Sub-Inspectors and Assistant Sub-Inspectors: -(1) All Sub-Inspectors and Assistant Sub-Inspectors posted at a police station shall assist the officer incharge in the performance of his duties and shall perform all duties assigned to them by the officer incharge efficiently.

(2) The officer incharge of a police station may delegate powers and duties generally or specifically to one or other of his subordinates on the same principles as the District Police Officer, or equivalent, delegates authority and duties to police officers of senior ranks subordinate to him.

(3) A Sub-Inspector is required to have approximately the same standard of efficiency in all branches of police station work, detective, preventive and administrative, as officer incharge, but his responsibilities are less, in that he is not in independent charge, and his powers are subject to the detailed control and supervision of the officer incharge. In respect of investigations, the officer incharge is required to exercise careful supervision over the work of his subordinates.

30.14 **The station clerk:** - The police station clerk shall be a literate Sub-Inspector or Assistant Sub-Inspector known as Moharrir who, under the control and supervision of the officer incharge of the police station shall act as clerk, record-keeper and custodian of Government and other property at a police station. He may be assisted by sufficient number of Assistant Sub-Inspector shall be exclusively responsible for Investigation work.

30.15 **Duties as a station clerk:** - It shall be the duty of a Moharrir of a police station to: -

- (a) open register and handover all correspondence to the officer incharge of the police station or senior officer present and take his orders for the disposal of papers;
- (b) write all reports and returns called for by competent authorities;
- (c) dispose of all pending papers promptly;
- (d) bring to the notice of the officer incharge of the station (that is, senior officer present) every morning all postponed orders and pending papers awaiting execution and reply;

- (e) record and read over at morning roll call the orders of the officer incharge as to the distribution of duties for the day.
- (f) maintain the daily diary and other police station registers.
- (g) keep up-to-date file of the police gazette and ensure that all orders and notices contained in it.
- (h) Explain to all concerned all notices and orders that concern their work.

30.16 **Duties as a record-keeper:** - The station clerk (Moharrir) shall be the record-keeper, of the police station. He shall be responsible that all registers and other records are safely kept and that they do not suffer injury from damp, vermin or other causes. He shall periodically eliminate and send to headquarters the records which are no longer required to be maintained according to rules.

30.17 **Duties as a custodian of property:** - The station clerk (Moharrir) shall as custodian be responsible for all Government property, including arms, ammunition, bicycles, articles of clothing and equipment other than such as are in the personal charge of individual officers and all unclaimed property connected with cases. He is in direct charge of the store rooms, and shall keep the keys thereof and personally superintend all receipts and issues therefrom. He shall also be responsible for the safe custody and dieting of persons in the lock-up and shall personally keep the keys thereof. He shall ensure the cleanliness of the police station.

30.18 Continuous presence at police station: - The station clerk's duties necessitate his presence at the police station; accordingly he shall not be employed on investigation work or any other duty involving his absence from the police station for any long period. If he leaves the station house for any purpose which is likely to prevent his return for a longer period, or under the provisions of rule 30.44 he shall formally make over charge to the assistant clerk and shall make an entry to this effect in the daily diary. Similarly, on return to duty, he shall again enter the fact in the daily diary and both entries shall be signed by the assistant clerk as evidence of his responsibility during the absence of the station clerk. Under no circumstances shall the station clerk and the assistant clerk be both absent from the police station at the same time.

30.19 Correspondence clerk: - There shall be a correspondence clerk at a police station other than the station clerk (Moharrir) who shall perform following duties of an accountant and correspondence clerk under the supervision of the officer incharge.

30.20 Duties of the correspondent clerk: -(1) The correspondence clerk as accountant of the police station shall;

- (a) maintain cash book and shall be responsible for the correctness of cash balance;
- (b) maintain receipts of the expenditure incurred;
- (c) bring every item of receipts or expenditure fully to account;
- (d) report the matter at once to the Head of the District Police, if any appropriation of money to purposes for which it was not intended occurs,

or if money shown as expended is not expended or is expended in a different way from that shown;

- (e) report promptly to the officer incharge of the police station any discrepancy in accounts coming to his notice;
 - (f) write out invoices, and check files, receipts and other vouchers for payments made;
 - (g) prepare the monthly acquittance rolls and accounts of deduction and stoppages from pay and all travelling allowance and other claims of the officers and men of the station concerned;
 - (h) ensure that acquittance rolls are duly signed and forwarded.
- (2) Duties and responsibilities of the accountant under this rule shall not be delegated to any other member of the police station staff.
- (3) As correspondence clerk, he shall be responsible for the efficient disposal of all correspondence pertaining to the police station with copy to the Moharrir for maintenance and entries in the relevant registers.

30.21 Literate police officers: - Other literate police officers shall be employed under the general direction of the officer incharge of the police station to assist the station clerk in the up-keep of criminal records, and to assist in the investigations of cases and in the collection, recording and dissemination of intelligence.

30.22 Guard at police station: -(1) A standing guard at police stations shall be posted at a police station and strengthened in case of emergencies.

(2) In cases where the lock-up contains prisoners, or there is valuable property in the store-room vide rule 30.29 there shall be a constable on watch, in addition to the standing guard, who shall be posted with special regard to the protection of the lock-up, the store-room as the case may be, and he shall be responsible for its safe custody. Standing orders describing the duties of the sentry in regard to the protection of each of these three places shall be framed by the District Police Officer or equivalent and hung up in the police station. The officer incharge of the police station shall read out the appropriate part or parts of this standing order when allocating duties at roll call (vide rule 30.23). If the subsequent arrival of prisoners, valuable property necessitates an extension of the duties detailed at roll call, the station clerk shall inform the constables concerned, shall read out to them the standing order applicable and shall obtain their signatures or thumb-impressions in the station diary.

(3) Ordinarily there shall be a police officer, who shall usually be the senior police officer present at the station house, available and ready in proper uniform to receive information and complaints and to afford such assistance as may be lawful and necessary; and at every post there shall be at all times one police officer in uniform incharge of the building and property, but such police officer shall not be expected to do more than keep on the alert.

30.23 Roll calls: - At sunrise and at sunset the officer incharge of the police station, i.e., the senior officer present, shall call in all the police present at the station and hold a roll call. At this roll call instructions shall be given in respect of all general and special orders which may have been received from superior authority or which the officer incharge of

the Police Station may see fit to promulgate and duties shall be allocated accordingly. The police detailed for watch duty shall be under the orders of the station clerk who shall allot particular hours of duty to each police officer and note the times allotted in the daily diary immediately after the roll call, taking the signature or thumb-impression of each officer such detailed in the daily diary in token of his having been informed.

30.24 Inspection before proceeding on duty: - All officers proceeding on duty shall appear before the senior officer present at the station, who shall satisfy himself that they are correctly turned out and understand the duties allotted to them and who shall record in the daily diary an entry to the effect that he has done so, giving particulars as to the police officers, the duties and the time of inspection. This rule is binding on police officers posted on watch duty and the entry in the daily diary in their case shall be in addition to the entry required under rule 30.23 above.

30.25 Parades: -(1) The officer incharge of the police station is responsible for keeping his staff proficient in drill and to secure this end he must hold parades as frequently as possible. The small number of men available for parade in a police station is no bar to the holding of such parades.

(2) When a parade is held, a record must be made in the daily diary in which will be incorporated a parade statement and a note of the instructions given.

30.26 The police station lock up: -(1) The rules in Chapter XXXII for the control of lock-ups and the custody and care of prisoners shall apply strictly to all police stations and posts.

(2) In order to facilitate the checking of the charges drawn on account of diet of under-trial prisoners, a separate register in Form 30.26(2) shall be maintained at each Police Station and those Police Posts where lock-ups are attached.

30.27 Public property: -(1) Subject to the orders of the officer incharge of the police station, the station clerk shall be responsible for all public property in his station house. Every officer incharge of the station shall examine the property at least twice a month and shall report in the following Monday's diary that he has done so. If property is found to be incomplete or to be in any way damaged, he shall add to his report the names of the persons responsible for the loss or damage and forward the report accordingly to the Head of the District Police for necessary action.

(2) All property shall be examined by officer incharge of police stations on receiving and handing over charge and by station clerks on relief. All damages and shortages must be carefully noted and reported to the Head of District Police.

30.28 Case property: -(1) Subject to the orders of the officer incharge of a police station, the station clerk (Moharrir) shall be responsible for the record of all case property and shall ensure that all case property is expeditiously disposed of according to the orders of the court on the conclusion of the case.

(2) The police shall seize weapons, articles and property in connection with criminal cases and take charge of property which may be unclaimed: -

- (a) Under the section 170, Code of Criminal Procedure;
- (b) in the course of searches made in police investigations under sections 51, 165 and 166, Code of Criminal Procedure;
- (c) under section 153, Code of Criminal Procedure, as regards weights, measures, or instruments for weighing that are false;
- (d) under section 550, Code of Criminal Procedure, as regards property alleged or suspected to have been stolen; provided that if the property consists of an animal or animal belonging to Government or to persons of good status, it may be made over to them or to a Commissioned or Gazetted Officer under the orders of a Court, who is empowered to make such an order under section 523, Criminal Procedure Code;
- (e) under section 550, Code of Criminal Procedure, as regards property found under circumstances which create suspicion of the commission of an offence; when an offence in respect of an animal is not committed and such animal is not stolen property such animal shall be seized and sent with the case to the court having jurisdiction;
- (f) under Article 134 of Police Order 2002, as regards unclaimed property;
- (g) under the provisions of local and special laws.

(3) Ordinarily the police shall not take possession of moveable property as unclaimed when it is in the possession of an innocent finder; but in cities and in cantonments the police may, in compliance with an order issued under Articles 134 to 137 of Police

Order, take possession and dispose of unclaimed property made over to them by innocent finders.

(4) All case property and unclaimed property shall be entered in the store-room register, unless a special register is prescribed for the purpose.

(5) Each weapon, or article of property not being cattle, seized under the above rule, shall be marked or labelled with the name of the person from whom, or the place where, it was seized, and a reference to the case diary or other report submitted from the police station.

(6) If articles are made up into a parcel, the parcel shall be secured with sealing wax bearing the seal impression of the responsible officer, and shall be similarly marked or labelled. Such articles or parcels shall be placed in safe custody, pending disposal as provided by law or rule.

(7) Cattle shall be placed in the pound established under the provisions of Local Government Ordinance and shall be carefully described in the case diary or other report regarding their seizure submitted from the police station.

(8) The police shall send to headquarters: -

- (a) all weapons, articles and property connected with cases sent for trial;
- (b) suspicious, unclaimed and other property, when ordered to do so by a competent court.

(9) Motor vehicles detained or seized by the police in connection with cases or accidents shall be produced before a court after rapid investigation or by means of incomplete chalan. The evidence relating to the identity or condition of the vehicle should be led and disposed of at an early date, and the court should then be invited to exercise

the discretion vested in him by section 516-A, Code of Criminal Procedure, to order that the vehicle be made over to the owner pending conclusion of the case on security to be produced whenever demanded by the court.

30.29 Custody of property: -(1) Property exceeding in value Rs. 5000/-, whether appertaining to cases, or seized on suspicion, or taken as unclaimed, shall be forwarded as soon as possible for deposit in the nearest government treasury in accordance with Police Rule 30.29(4) or, in the case of property connected with a case to be tried at an outstation or tehsil, treasury, where it shall be placed in the tehsil strong-room under charge of the tehsildar.

(2) Large sums of money or valuable property of any description shall not be entrusted to police officers below the rank of head constable.

(3) When property is brought from outstations to headquarters at a time when the officer of legal branch of Police is engaged in court duties, the bearer shall hand it over to the head constable acting as assistant to the legal branch of Police under rule 33.8 and obtain his receipt in acknowledgement on the road certificate. When a officer of legal Branch is free, the bearer of the property shall have the road certificate countersigned by him before his return to his police station.

(4) All case property and unclaimed property, other than cattle, of which the police have taken possession, shall, if capable of being so treated, be kept in the store-room. Otherwise the officer incharge of the police station shall make other suitable arrangements for its safe custody until such time as it can be dealt with under sub-rule (1) above.

(5) Each article shall be entered in the store-room register and labelled. The label shall contain a reference to the entry in the store-room register and a description of the article itself and, in the case of articles of case property, a reference to the case number. If several articles are contained in a parcel, a detail of the articles shall be given on the label and in the store-room register.

(6) The officer incharge of the police station shall examine Government and other property in the store-room at least twice a month and shall make an entry in the station diary on the Monday following the examination to the effect that he has done so. Discrepancies discovered, if any, shall be properly enquired into and responsibility fixed for necessary action under intimation to the Head of the District Police.

30.30 Cattle in the custody of the police: -(1) Cattle seized as suspicious or stolen property, held by the police by order of a court under section 88, Criminal Procedure Code, or otherwise received into police custody under competent authority, may be placed in the cattle pound, established under the provisions of The Khyber Pukhtoon Khwa, Local Government Ordinance 2001 and receipts obtained for record. Keepers of pounds are bound to receive such cattle.

(2) Full particulars of the cattle seized shall be made in the store room register. A brief note of the cattle taken into possession and sent to the cattle pound shall be made in the Daily Diary of the police station.

(3) Special attention of all police officers is drawn to section 19 of the Cattle Trespass Act 1871 forbidding any purchase by them, directly or indirectly, at a sale held under the Act.

30.31 Custody of money: -(1) All Government money received in the police station and not disbursed forthwith shall be kept in a locked box in the store-room.

(2) If the sums exceed Rs. 100,000 this shall be kept in the nearest government treasury.

30.32 Duties at ferries: -(1) Police officers stationed at port shall afford such lawful assistance as may be necessary for the regulation of traffic and shall prevent the overloading and overcrowding of ferry boats.

(2) Police officers of senior ranks shall, from time to time, visit ferries and ensure that the police understand the rules and their duties in relation to them.

30.33 Religious processions: - The orders relating to periodical religious processions are contained in Articles 120 and 121 of Police Order 2002, which are reproduced below:-

Article 120: - Regulation of public assemblies and processions and licensing of

same:-(1) Head of District Police or Assistant or Deputy Superintendent of Police may as occasion require, direct the conduct of assemblies and processions on public roads, or in public streets or thoroughfares and prescribe the routes by which and the times at which, such processions may pass.

(2) He may also, on being satisfied that it is intended by any persons or class of persons to convene or collect any assembly in any such road,

street or thoroughfare, or to form a procession which would, in his judgement, if uncontrolled, be likely to cause a breach of the peace, require by general or special notice that the persons convening or collecting such assembly or directing or promoting such processions shall apply for a licence.

(3) On such application being made, he may issue a licence specifying the names of the licensees and defining the conditions on which alone such assembly or such procession is to be permitted to take place and otherwise giving effect to this Article:

Provided that no fee shall be charged on the application for, or grant of any such licence.

Article 121: - Powers with regard to assemblies and processions violating the

conditions of licence: -(1) Head of District Police or Assistant or Deputy Superintendent of Police or Inspector of police or an officer in-charge of a police station may stop any procession which violates the conditions of a licence granted under the last foregoing Article, and may order it or any assembly which violates any such conditions as aforesaid to disperse.

(2) Any procession or assembly, which neglects or refuses to obey any order given under clause (1) shall be deemed to be an unlawful assembly.

30.34 Dramatic performances and cinematograph displays: -(1) Dramatic performance shall be held after police has given clearance from the view point of maintenance of Public Order. Whenever a police clearance has been given and the

dramatic performance is about to take place, the officer incharge of the local police station shall be responsible to ensure that all tents, booths and other temporary structures erected for public performances are inspected before they are opened to the public.

(2) If the arrangements appear to be insufficient, he shall give reasonable direction to remove the defects which are likely to endanger human life. All concerned persons shall be bound to conform to such direction.

(3) The rules made by the Khyber Pukhtoon Khwa, Government under section 15 of the Motion picture ordinance include the following: -

(i) No building shall be used for cinematograph or other exhibition unless it be provided with sufficient exits of at least 7'x 5' size.

(ii) Space for accommodation shall be not less than 100 square feet per 20 persons.

(iii) Fire appliances shall be provided.

(iv) The cinematograph apparatus shall be in an enclosure of substantial construction made of, or lined internally with, fire resisting material. In the case of buildings used habitually for cinematograph or other similar exhibition this enclosure shall be outside the auditorium.

(v) The Head of District Police or an officer deputed in this behalf by him may, at any time, inspect the films, which it is proposed to exhibit.

(4) The exhibition of a film in violation of rules referred to above shall not be allowed.

(5) The exhibition of any film which has not been licensed for exhibition, or which has been banned by the Provincial Government, shall not be allowed.

30.35 Deserted children: - When a child deserted by his parents or guardian or any individual or group is found by a police officer or brought to a police station by a person who is under no legal obligation to maintain him, and who is unwilling to take care of him, such child shall be brought before the court as soon as possible. The orders of such court shall be taken as to the disposal of the child, and any reasonable expenditure, incurred from the permanent advance of the police station for the maintenance of the child, shall be recovered from the court. Should the delay in bringing the child before the court amount to more than a few hours, advantage shall be taken of the existence of any orphanage or institution which may be willing to shelter the child until it is finally disposed of by the court's order.

30.36 Recovery of dead bodies from canals: - Under Police Rule 7.9 any person taking a corpse out of a canal or river any other place, or causing it to be taken out and delivering it to a headman of a village, is entitled to a reward of Rs. 5,000/-. Such sums shall be paid by the Head of the District Police on the recommendation of officer incharge of the police station from the reward fund.

30.37 Duties in connection with epidemic diseases Bird flow or swine flow: -(1)
On the appearance of cholera, plague, small-pox Bird flow or Swine fow or any other disease in epidemic form, or unusual mortality amongst rats in any police station jurisdiction, the officer incharge of the police station shall at once inform the Head of

District Police, the District Health Officer and the Medical Officer of the nearest dispensary.

(2) After the first report regarding the out-break of cholera, plague, small-pox or other infectious disease has been made, the watchmen or local councilor of the infected villages shall continue to make, as long as the villages remain infected, weekly reports at the police station of the number of cases and deaths; and the officer incharge of the police station shall transmit this information weekly to the EDO Health

(3) If and when an alternative reporting agency has been established, these weekly reports shall be discontinued, but where required they shall be submitted on stamped addressed postcards supplied by the EDO Health for the purpose. Where wireless is provided messages shall be relayed through that medium.

(4) On receipt of information as in sub-rule (1) the Head of District Police shall send this information to the EDO Health or in his absence to the Medical Superintendent veterinary officer as the case may be.

30.38 Troops and encamping grounds: -(1) The Pakistan Army has elaborate arrangements for procurement of supplies for its troops in station as well as on the march. Should, however, request for assistance in procurement of supplies or transport for troops marching through or encamped in a district for training exercises or in emergency, be received, the Head of District Police shall provide all possible help.

(2) The Head of District Police may, if he considers it desirable, appoint a police officer of suitable rank to accompany the troops. His duties shall, however, be strictly confined to co-operation with the local police in the prevention and detection of crime.

He shall report to the officer in command of the troops and keep him informed of the measures adopted.

(3) Officers incharge of police stations, and the headmen and elected representative of villages in the neighbourhood, shall be held responsible that all possible measures are taken to render camping grounds safe and free from thieves. Bad characters found in suspicious circumstances in the vicinity shall be dealt with under the preventive sections of the Criminal Procedure Code 1898.

30.39 Field firing by troops: - When under arrangements approved by the Head of District Police concerned, the military authorities conduct field firing or artillery practices, they are required by military orders, approved by Government, to provide troops to clear and keep the ground. Police shall not be supplied for this duty. The police are further forbidden to take any part in securing the evacuation of village or confinement of people to their houses in connection with such practices. Such action, when ordered shall be carried out by Local Government through their revenue officer and village officials.

30.40 Additions and alterations to buildings: -(1) Officers incharge of police station shall not permit any additions or alterations to existing buildings without the previous sanction of the Head of District Police.

(2) Orders relating to the construction of prayer platforms at police station are contained in Chapter-XL.

30.41 **Diet of accused person:** - The rules for the provision of diet at police stations to accused persons and for the recovery of expenses in this connection are contained in Police Rules 32.22(1) and 37.104(1).

30.42 **Charges of animals connected with cases:** -(1) Complainants in cattle theft cases, or sureties to whom cattle have been made over for safe custody and production if and when required during police investigation, shall receive the cost of maintaining animals connected with the case. The rate sanctioned for each day and for each day's journey are fixed by the Provincial Government, subject to the proviso that the complainant has travelled, or has been detained in the interests of the case at a place, more than five miles from his home.

(2) Head of District Police shall provide lists showing the rates for each animal and these lists shall be hung up in the police station office or copy to local Government

(3) Claims for payment of these charges in the police custody shall be made in Form 30.42. The amount due to a complainant or to a surety shall be entered in the form and submitted to district headquarters with the chalan or final report in the case. Money shall be recovered from the allotment for "Rewards to private persons" and remitted to the police station concerned for prompt payment.

30.43 **Kits of men on casual leave:** -(1) When a police officer proceeds on casual leave from the police station, he shall hand over all Government property in his possession to the station clerk who shall at once prepare a list of all articles. The kit will be folded and kept in the store-room. The station clerk is responsible for its safe custody.

When the officer incharge of the police station himself proceeds on casual leave he shall hand over all Government property for which he is responsible to the officer appointed to act for him. Such property as is not required by the latter for current use shall be placed in the store room.

(2) See also rule 43.9(9) regarding the disposal of revolvers by officers proceeding on leave.

30.44 Provision of Government accommodation and house rent: -(1) If family Government accommodation is provided to a police officer, the rent thereof will be charged at the rate prescribed by Government from time to time.

(2) If family Government accommodation is not provided to a police officer accommodation of his entitlement under the prescribed rules shall be requisitioned and the rent thereof will be charged at the rate prescribed by the Government.

(3) If Government family accommodation or the requisitioned family accommodation is not provided to a police officer, he shall be entitled to draw house rent allowance at the rate prescribed by the Government.

(4) A list of married police officers attached to each police station and its subordinate posts shall be maintained in the police station.

(5) Married quarters are provided in most police stations. Officers to whom these quarters are allotted may sleep in them, provided that they are not on watch or sentry duty or required to be in the police station building for any reason.

30.45 **Journeys by road:** -(1) Police escorts incharge of money, property or prisoners, and police officers performing other duties may travel by rail, by road or by air as the case may be.

(2) Following procedure shall be observed in regard to the preparation of travelling allowance bills: -

(a) The escort charges shall be drawn in lump sum under the head “Carriage of Constabulary” on contingent bill forms and submitted to Treasury/Audit Office concerned, along with detailed bills on travelling allowances bill form for payment. The drawing officer shall record on each bill a certificate to the effect that the journeys were performed in the public interest.

(b) Travelling allowance claims of constables other than those mentioned in clause (a) shall be prepared and claimed on regular travelling allowances bill forms.

(3) All such bills relating to journeys within the sphere of duty (except those for carriage of constabulary) shall be countersigned by the District Police Officer or equivalent as the case may be, who shall among other things satisfy himself that the drawing officer has not given his certificate as a mere matter of form, but that the saving of time or other consideration actually justified the performance of the journey by road in the public interest. Travelling allowance bills for journeys beyond the sphere of duty will be countersigned by the Head of District Police.

(4) In case in which no railway or bus warrant is issued and full Travelling Allowance admissible under rules is drawn, the drawing officer should certify that no warrant was issued.

(5) Ordinarily only the number of seats actually required for the escort and their charges shall be engaged. Only in the most urgent circumstances shall whole vehicle be chartered by any police officer.

(6) Where under-trial prisoners are conveyed by bus, separate sets of vouchers shall be prepared for the police escort and for the prisoners. The cost of the latter will be met from judicial funds on presentation of the bill by the Inspector legal to the court concerned.

(7) The rates to be charged by motor transport companies or private bus owners shall be standardized as far as possible, wherever possible contracts of the carriage of constabulary shall be entered into.

(8) The lorry voucher book on receipt from the Superintendent controller printing press Khyber Pukhtoon Khwa, Printing and Stationery, shall be entered in the stock register of printed form as required by rule 10.41 and made over to the head clerk who shall be responsible for their safe custody. He shall keep them in a locked almirah, the keys of which shall in no case be transferred to any other person. He shall invariably certify the balance in hand when issues are made. In police lines, the voucher books shall be kept in the personal custody of the Lines officer who shall be responsible for the issue of vouchers to police officers. In police station, the vouchers books shall be kept in the personal custody of the station clerk, but vouchers shall be issued only under the instruction of the officer incharge of the police station. Form No. 30.45(8).

30.46 Notices and notice boards: -(1) Only such notices as are required by rule or by special order of the Head of District Police to be hung at police stations shall be so displayed.

(2) Notice boards at police stations shall be used solely for the display of police and other official notices. Public notices by local bodies may be displayed on such boards with the permission of the officer incharge of the police station, but their use for private or trade announcements and advertisements is strictly prohibited.

30.47 **Registers:** - The following registers shall be maintained at each police station: -

- (1) The First Information Report.
- (2) The Station Diary.
- (3) Register of Standing and Circular Orders.
- (4) Absconders and Deserters.
- (5) Correspondence.
- (6) Verification of Antecedents.
- (7) Crime Register No. I Conviction of offences under Local and Special Laws.
- (8) Crime Register No. II Conviction of offences other than under Chapters XII and XVII.
- (9) The Crime Register No. III.
- (10) The Surveillance Register.
 - (A) Bad character rolls despatched.
 - (B) Bad character rolls received.
- (11) Register of Index to History Sheets.
- (12) Information Sheets.
 - (A) Copies of Information Sheets received.

- (B) Copies of look out notices received.
- (13) Minute Book for police officers of senior ranks.
- (14) File Book of Inspection Reports.
- (15) Pairvi Register and Search Slips.
- (16) Register of Government Officials and Property.
- (17) Register of Licenses.
- (18) Receipts Book of Arms, Ammunition and military stores.
- (19) The Store Room Register.
- (20) Cash Accounts.
- (21) File Book of Road Certificates.
- (22) Printed Receipt Books.
- (23) (A) Police Gazette.
(B) Criminal Intelligence Gazette.
- (24) Police Rules and relevant Law Books.
- (25) Charge notes of officers incharge of Police Stations.
- (26) Register for non-cognizable offences.
- (27) Register for Preventive Action.
- (28) Register for Inquest Reports.
- (29) Register for Action under Section 182 PPC.
- (30) Register for cases of Terrorisms, Hijacking, Child Lifting and Kidnapping for ransome.
- (31) Register for Religious Institutions.
- (32) Register for wandering criminals and temporary residents.

(33) Register of Police Martyr and Police Pensioners.

(A) Martyr.

(B) Pensioners.

(34) Register for women and juvenile accused.

30.48 General orders regarding station registers: -(1) No alteration in the form or method of keeping the registers and no addition to their number may be made without the prior approval of the Provincial Police Officer, Capital City Police Officer and City Police Officer as the case may be.

(2) Every police station register shall be paged in English. In the case of all registers except Parts I, II, III and IV of register No. (9) and registers 10(B), 11 and 12 (A) this shall be done in the office of the Head of District Police before issue to a police station. No page may be torn out of the station registers. Any correction which it may be necessary to make shall be made by drawing a line through the mistake so as to leave the words erased afterwards or in the margin. A piece of paper shall not be pasted over a mistake.

(3) All entries shall be neatly and clearly written and all corrections shall be attested by the signature of the officer making them. If words or lines are omitted from an entry, or if any entry is omitted altogether, no interpolation shall be made. The omission shall be supplied by a fresh entry in the regular course. English figures alone shall be used in all official papers and registers.

(4) Seals of a uniform pattern have been provided for each police station and for the offices of Head of District Police. New seals of the same pattern shall be provided for the new police stations.

(5) Computers need to be introduced. The register shall be considered as hard copies.

30.49 Register No. I. First Information Report: -(1) In order to qualify itself as a First Information Report, it should fulfill the following ingredients.

- (a) The information must relate to the commission of a cognizable offence.
 - (b) The information must be given to an officer incharge of a police station defined in clause (p) sub-section (1) of section 4 of the Code as officer incharge of a police station and includes when he is absent from the station house or unable from illness or other case to perform his duties, the police officer present at the station house who is next in rank to such officer and is above the rank of a constable.
 - (c) The information must be definite enough to enable the police to start investigation.
 - (d) It must be read over to the informant.
 - (e) It should be signed by the informant or if he is illiterate, his/her thumb impression should be affixed.
 - (f) The substance of the F.I.R should be entered in the Daily Diary (Register No. II) maintained at the police station.
- (2) Police officer recording the FIR shall mention at the end of the FIR that all legal requirements have been fulfilled.

(3) The original copy of the FIR shall be preserved in the police station for a period of sixty years. It shall be destroyed after the mandatory period under the orders of the Head of District Police unless directed other wise. FIR register shall be in Form 28.7(1).

(4) Following copies of the original F.I.R shall be made: -

- (a) One copy shall be sent to the Head of the District Police.
- (b) One copy shall be sent to the Head of Investigation in the District.
- (c) One copy shall be sent to the Investigation Officer.
- (d) One copy shall be sent to the Sub-Divisional Police Officer or the Town Police officer as the case may be.
- (e) One copy shall be sent to the magistrate empowered to take cognizance of the offence.
- (f) One copy shall be given to the complainant free of cost and receipt to this effect shall be obtained on the original.
- (g) Any other copy for other officers as the Head of District Police may direct.
- (h) One copy shall be sent to District Public Prosecutor

30.50 Register No. II. Daily diary: -(1) The daily diary mentioned in Article 167 of the Police Order 2002 shall be maintained in Form 30.50(1) by means of the carbon copying process. There shall be two copies. One will remain in the police station register and the other shall be despatched to the Head of District Police or to a police officer of senior ranks designated by the latter every day at the hour fixed in this behalf.

(2) Shortly before the close of each quarter, registers containing the proper number of pages for the ensuing three months shall be issued to police stations by the Head of

District Police. The Head of District Police shall fix the hours at which station diaries shall be daily closed with reference to the hour of despatch by post or by messenger.

(3) The daily diary is intended to be a complete record of all events which take place at the police stations. It should, therefore, record not only the movements and activities of all police officers, but also visits of outsiders, whether official or unofficial, coming or brought to the police station for any purpose whatsoever.

(4) All entries in the daily diary shall be made by the officer incharge of the police station or by the station clerk. Officers making a report shall read the report recorded and append their signatures. Every matter in such diary shall be recorded as soon as possible; each separate entry shall be numbered and the hour at which it was made shall commence each such entry. If the hour at which the information, or otherwise, containing such entries reaches the police station differs from the hour at which such entry was made, both hours shall be stated. As soon as an entry has been made in the diary, a line shall be drawn across the page immediately below it.

(5) The opening entry each day shall give the name of each person in custody, the offence of which he is accused, and the date and hour of his arrest, the name of each accused person at large on bail or recognizance and the date of his release on such security.

(6) The last entry each day shall show the balance of cash in hand as shown in the cash account.

30.51 Matters to be entered in daily diary: - The following matters shall, amongst others, be entered in daily diary: -

- (a) The number and description of cattle seized in connection with cases or on suspicion with a reference to the case or report.
- (b) The day, hour and purpose of visits to the police station of convicts released under the remission rules or under section 565 Criminal Procedure Code together with the names of such persons.
- (c) The hour of arrival and departure on duty at or from a police station of all junior rank police officers whether posted at the police station or elsewhere, with a statement of the nature of their duty. This entry shall be made immediately on arrival or prior to the departure of the officer concerned and shall be attested by the latter personally by signature or seal.
- (d) Every police officer of or above the rank of Head Constable, when returning from duty other than an investigation in which case diaries are submitted, shall have an entry made in the daily diary by the station clerk or his assistant showing the places he has visited and the duties performed by him during his absence from the police station.
- (e) The hour of receipt and despatch of all communications, property, cash, etc., giving reference to the number in the correspondence register.
- (f) Information of the commission of non-cognizable offences rule 28.8 including reports of enmities likely to lead to a breach of the peace (rule 31.18) visits of local representative to police stations (rule 31.4) and demands by the police of one jurisdiction for assistance in extradition cases from the police of another jurisdiction.

- (g) All arrivals at, and despatches from, the police station of persons in custody, and all admissions to, and removals from, the police station lock-ups, whether temporary or otherwise, the exact hour being given in every case.
- (h) The hour and date of receipt and (separately) of service or execution of each process: and hour and date of return made to such process.
- (i) The report regarding property in the store-room required by rules 30.27 and 30.28.
- (j) The entrance of persons, by permission, into a sub divisional treasury after office hours.
- (k) A reference to every information relating to the commission of a cognizable offence, and when action is taken under section 156, Code of Criminal Procedure, the number and date of the first information report submitted.
- (l) In Saturday's diary a list shall be given of all papers pending for over a week.

30.52 Punishment for making false entry: -(1) Any police officer who enters or causes to be entered in the daily diary a report which he knows, or has reason to believe, to be untrue, whether he has or has not been directed to make such entry by a superior officer, shall ordinarily be dismissed from service.

(2) A copy of this rule and also a copy of the following certificate shall be affixed to the cover of the daily diary in every police station or post and in lines.

“Certified that this register contains _____ leaves in duplicate. No page should be removed from it. Wrong entries, if any, should be scored out by means of a single line and initialled by a police officer of senior ranks in no case should any such entry be mutilated or rendered illegible nor should anything pasted over it”

30.53 Destruction of daily diaries: - Daily diaries may be destroyed two years after the date of the last entry except relating to the result of the cases.

30.54 Copies of certain entries to be sent to orderly officers at headquarters: -

(1) A copy of extract of the relevant portion of every entry in the daily diary relating to the arrival or departure report of any police officer posted to, or transferred from, the police station or a post subordinate thereto, shall be sent without delay to the orderly officer at headquarters.

(2) Copies of the reports of the deaths, admission to and discharge from hospital of police officers attached to the police station, or its subordinate posts, shall be similarly sent.

(3) All copies required to be made of entries in the daily diary shall be made at the time of original entry by means of the carbon copying process.

30.55 Register No. III. Standing and Circular Orders: - This register shall be maintained into two parts: -

(a) **Part-I:** - All standing orders by the Provincial Police Officer, Head of District Police and Regional Police Officer shall be entered in Part-I. All

standing orders shall be indexed and shall remain in force till amended, altered or cancelled by the issuing authority. These orders will be checked annually in accordance with rule 6.42.

- (b) **Part II:** - In each police station a register shall be maintained of all circular and other orders issued for the instruction and guidance of the police and not being standing orders or orders on which a reply is returned in original. Each paper before being placed on this register shall receive a registration number in the correspondence register, where the subject and the fact of its being placed in this register shall be noted. These registers shall be destroyed after two years.

30.56 Register No. IV. Absconders and deserters: -(1) In addition to the list of all proclaimed offenders to be hung up in the office of the police station and on the notice-board of police stations, in accordance with rule 30.56 a register of absconders and deserters shall be maintained in the following parts: -

- (a) **Part I:** - In Form 30.56(a) containing the names of all absconders in cases registered in the home police station. All entries regarding residents of the home police station shall be made in red ink.
- (b) **Part II:** - In Form 30.56(b) containing the names of absconders in cases registered in other police stations, but resident of or likely to visit the home police station. All entries regarding residents of the home police station shall be made in red ink.
- (c) **Part III:** - List of deserters from the army, in Form 32.11(4).

(2) As soon as an absconder has been proclaimed under section 87, Code of Criminal Procedure, his name shall also be entered among the proclaimed offenders in Part I of Register No. X.

30.57 Register No. V. Correspondence: -(1) The correspondence register shall be maintained in two parts in Form 30.57. Each part shall contain 400 pages.

- (a) In Part I shall be entered a brief abstract of all reports and orders received at the police station and of all letters and replies despatched which are not entered in any other register. When an entry is made in the receipt columns the corresponding despatch column shall be left blank for the reply and vice versa. This register is a receipt and despatch register and is not meant as a record of the full correspondence. Correspondence received and not meant to be forwarded or returned shall be filed in monthly files. These files shall be destroyed after two years.
- (b) In Part-II the receipt and return of processes shall be entered.

Processes include-

- (i) Summonses to appear or to produce.
- (ii) Warrants of arrests.
- (iii) Search warrants.
- (iv) Orders of proclamation, attachment, injunction or otherwise under sections 87, 88, 95, 99, 133, 140, 143, 144 and 145, Code of Criminal Procedure.

(2) Warrants in all non-cognizable criminal cases and summonses in non-cognizable criminal cases in which Government is the complainant are served through the police.

(3) On the last day in each month a statement giving the following information shall be entered in the daily diary in red ink: -

(a) The number of warrants remaining unexecuted at the end of the previous month, received and executed during the current month and remaining unexecuted at the end of it.

(b) Similar information regarding summonses in cognizable and non-cognizable cases.

(c) Similar information regarding other processes.

(4) At the end of the year any statistics required shall be compiled from such entries in the daily diary.

30.58 Register No VI. Verification of antecedents: -(1) This register shall be divided into two parts: -

(a) **Part-I:** - Part-I shall contain list of character rolls of applicants for Government service verified by the police in Form 30.58(1).

(b) **Part-II:** - Part-II shall contain list of character rolls of applicant for non-government jobs verified by the police.

30.59 Register No. VII. Convictions under Local and Special Laws: -

(1) All convictions under offences of local and special laws shall be entered in this register.

(2) Entries in this register shall be made alphabetically with details of crime, case number, name of the convicting court and the year of conviction.

30.60 Register No. VIII. Convictions under PPC other than chapter XII and XVII:-

(1) All convictions of offences under PPC other than Chapters XII and XVII shall be entered in this register.

(2) Entries in this register shall be made alphabetically with details of crime, cases numbers, name of the convicting court and the year of conviction.

30.61 Register No. IX. The village/ beat crime register: -(1) This register shall be maintained in five parts as follows: -

- (a) **Part-I:** - This part shall contain notes on the village/ beat community alongwith the particulars required by Form No. 30.61(1)(A).
- (b) **Part-II:** - This register shall contain a complete record of all cognizable cases year wise for each village/ beat.
- (c) **Part-III:** - This part shall contain cases traced to the village/ beat in Form 30.61(1)(C). The term “cases traced to the village/ beat”, shall be held to include only cognizable cases under Chapters XII and XVII, Pakistan Penal Code, in which strong suspicion rested on any resident of the village/ beat whether the case occurred in the village/ beat itself or not. When a case under Chapter XII or XVII remains untraced or fails in court the necessary entry in this register should never be omitted. Information Sheets, Book XII-A (Form 30.75(1)(A)) will also provide valuable

material for making this important register complete. In combination with the conviction register it should be used as an index to the criminals of the ilaqa. A separate entry shall be made for each suspect with a separate serial number. When a person is again suspected, the fresh entry shall bear the same serial number as the previous suspect and the number of the suspect shall be entered below it, in the form of a fraction similar to the system of numbering used in part V of Register No. IX.

(d) **Part III A:** - This register shall contain record of visits to the village of persons of doubtful character, i.e.: -

- (i) Persons whose history sheets are on record on Bundle A.
- (ii) persons established through information sheets (strangers' roll) to be of doubtful character either by reason of having been suspected or convicted of offences in respect of which entries are required to be made in Part III or Part V of their home police station or for other adequate reasons,
- (iii) persons arrested in the village under section 55/109, Cr.P.C. provided that no entry shall be made unless the persons concerned are placed on security.

NOTE: - This proviso will not apply in cases where particulars of the person concerned would otherwise normally be entered by virtue of (i) and (ii) above.

(e) **Part-IV:** - This part shall contains notes on crime in the village (confidential) in Form 30.61(1)(E).

(f) **Part-V:** -The conviction register in Form 30.61(1)(F) in offences under Chapters XII and XVII of PPC.

(2) Parts I, II and III shall be loosely bound together in a cover of standard pattern for each village or group of village. When a group of closely allied villages is combined in one volume, separate pages in each part shall be allotted to each village. The prescribed cover for the village crime note-book can be obtained from the Controller Government Printing press Peshawar.

(3) An alphabetical list of all convicts belonging to any town or village shall be bound up with Part I to III of the village crime register concerned and shall be kept up to date from the conviction register.

(4) Each part in volume shall be paged. The cover shall bear clearly on the outside the name of the village or villages to which it relates. The binding edges of the pages and of the cover shall be punched with two eyelet holes before issue from the office of the Head of District Police and tape shall be provided, so that the volumes may be neatly kept at all times, but may be easily opened for the insertion of extra pages where necessary. Additional pages shall be given the same number as the page they follow and distinguished by consecutive letters of the alphabet.

30.62 **Part-IV Village Crime Register No. IX:** -(1) Part-IV shall be kept in separate volumes corresponding to the volumes of Parts I to III, but shall be treated as confidential and shall remain in the personal custody of the officer incharge of the police station. Matters to be entered therein are as follows: -

- (i) Notes regarding influential individuals resident in or connected with the village, who habitually abet or share in the proceeds of crime or shelter criminals.
- (ii) Special types of lawlessness or crime to which inhabitants of the village are addicted.
- (iii) Notes on gangs, with cross references in the books of other villages to which members of the same gangs belong, and particulars of the associates and modes operendi of such gangs.
- (iv) Notes on personal, land, communal and other feuds, which are liable to cause breaches of the peace or to affect evidence in investigations.
- (v) Notes on fairs and similar occasions requiring the special attention of the officer incharge of the police station.
- (vi) Notes on individual criminals which supplement and facilitated reference to history sheets for instance; lists of habitual railway thieves, cattle thieves, etc., with the localities they chiefly operate in; lists of criminals of other villages or jurisdictions who commit crime in the village.
- (vii) A list of convicts released under the Good Conduct Prisons Probational Release Act (Punjab Act X of 1926).
- (viii) A list of respectable inhabitants of the village who have migrated to colony areas and who can provide important information regarding proclaimed offenders and absconders in their area.
- (ix) Convictions under section 124-A and 153-A of Pakistan Penal Code.

(2) The whole of the Village Crime Register, Parts I to IV, is an unpublished official record relating to affairs of State and is privileged under Article 6 of Qanoon-e-Shahadat. No part of the register may be shown to, nor may any copy or extract therefrom or any information derived therefrom be given to, any person not entitled by his official position to obtain such information.

30.63 The Conviction Register: -(1) Part V of the Village Crime Register No. IX shall be maintained as a separate register, in volumes of not more than 100 pages each, known as the Conviction Register. Entries shall be made by the officer incharge of the police station personally or under his special or general orders, by such one of his subordinates as writes the best hand. Entries in this register shall be confined to the offences mentioned in rule 33.17.

(2) The conviction register is a permanent record of the crime and criminals of each village and of previous convictions, and is to a great extent the basis for the preparation of history sheets and other measures of surveillance.

(3) On the first page of each volume of the register shall be entered in alphabetical order the conviction records of which are contained in such volume. The serial number of each town and village shall be entered to the left and a reference to the pages allotted to it to the right. At the end of the last volume of the register pages shall be allotted for the names of convicts, whose residence cannot be traced or who are residents of places outside Pakistan, but who commonly frequent the jurisdiction of the police station. So far as may be possible every conviction required to be entered in the register shall be entered in the pages allotted to the town or village in which the convict ordinarily resides.

(4) In all cases of conviction in an offence on the railway the letter “R” in red ink shall be entered in the remarks column of the entry in the conviction register. Information regarding the conviction shall also be sent by the Head of District Police concerned to the Inspector-General, Government Railway Police, for the use of the railway police Central Investigating Agency. All subsequent convictions of the offender shall also be communicated to the Agency, which will in turn communicate the information to the railway police Sub-Inspector charged with surveillance work and the maintenance of the original history sheet of the criminal.

(5) When two or more offenders are jointly convicted of committing one and the same offence and when there is reason to believe that they acted in concert, cross-references shall be inserted in the remarks column of the register, drawing attention to the fact.

(6) When a convict has been classed “P.R.” under the rules in the Police Fingerprint Bureau Manual the letters “P.R.” and a general description of the convict, giving age, colour of hair and eyes, marks, scars, peculiarities of speech and gait, as endorsed on his “P.R.” slip shall be entered in column 3.

(7) When a person is reconvicted, the fresh entry shall bear the same serial number in column 1 as the previous conviction, and the number of the conviction shall be entered below it, in the form of a fraction, e.g., 16/3 signifies the third conviction of the person originally entered at serial number 16. The serial number allotted to a convict shall be a permanent one, just as a constabulary number is permanent. In the remarks column (column II) of each re-conviction entry shall be entered references to the number, offence and page of entry of previous convictions.

ILLUSTRATION

When the reconviction of a person having six previous convictions is made, the entry in column 11 shall be of the following nature-

“379 1/3; 457 $\frac{3 \text{ and } 6}{3 \text{ and } 9}$; 110 Code of Criminal Procedure $\frac{2 \text{ and } 4}{3}$ 19 $\frac{\text{XI}}{78}$ 5”/5

Here the first figure refers to the nature of the offence the numerator to the serial number of the conviction, and the denominator to the page of the register.

(8) Each entry shall be signed by the officer incharge of the police station personally, or station clerk the conviction slip being retained till this has been done. At every inspection of a police station by a police officer of senior ranks the conviction register shall be produced and the inspecting officer shall attest every entry made since the last inspection, recording orders in column 11 regarding an action, such as the opening of a history sheet, which he may require to be taken. The inspecting officer shall also assure himself that orders given at previous inspections have been complied with, and shall erase or transfer the names of convicts, who are shown to his satisfaction to have died or permanently changed their residence.

30.64 **Register Nos. X(A) and X(B) Surveillance register:** - This register shall be divided into two sub-registers namely Register X(A) and Register X(B). Register No. X(A) and (B) shall be destroyed two years after the dates of the last entries.

Register No. X(A): -(1) In every police station, a Surveillance Register shall be maintained in Form 30.64(1).

(2) In part-I of such register shall be entered the names of persons commonly resident within or commonly frequenting the local jurisdiction of the police station concerned, who belong to one or more of the following classes: -

- (a) All persons who have been proclaimed under Section 87, of Code of Criminal Procedure. Entries relating to residents of the police station should be in red ink.
- (b) All released convicts in regard to whom an order under Section 565, Criminal Procedure Code, has been made.
- (c) All convicts the execution of whose sentence is suspended in the whole, or any part of whom punishment has been remitted conditionally under Section 401, Criminal Procedure Code.
- (d) All persons restricted under the rules of Government made under Section 16 of the Restriction of Habitual Offenders (Punjab) Act, 1918.

(3) In Part-II of such register may be entered at the discretion of the Head of the District Police.

- (a) persons who have been convicted twice, or more than twice, of offences mentioned in rule 33.17.
- (b) persons who are reasonably believed to be habitual offenders or receivers of stolen property having more than one conviction.
- (c) persons under security Section 109 or 110 Code of Criminal Procedure.
- (d) convicts released before the expiration of their sentences under the Prisons Act and Remission Rules without the imposition of any conditions.

- (e) All persons not resident of the police station concerned, who have been proclaimed under section 87, Criminal Procedure Code and having friends or relation or other acquaintances living in the police station concerned whom they are likely to visit.

NOTE: - This rule must be strictly construed, and entries must be confined to the names of persons falling in the four classes named therein.

30.65 Entries in and cancellations from surveillance register: -(1) The surveillance register shall be written up by the officer incharge of the police station personally or by an Assistant Sub-Inspector in a clear and neat script, No. entry shall be in Part-II except by the order of the District Police Officer or equivalent, who is strictly prohibited for delegating this authority. No entry shall be made in Part-I except by the order of an officer of senior ranks. Entries shall be made either under the personal direction of, or on receipt of a written order from, an officer authorized by this rule to make them. In the latter case original orders shall be attached to the register until the entry has been attested and dated by an officer of senior ranks.

(2) Ordinarily before the name of any person is entered in part-II of the surveillance register, a history sheet shall be opened for such person.

(3) If, from the entries in the history sheet, the District Police Officer or equivalent is of opinion that such person should be subjected to surveillances he shall enter his name in Part-II of the surveillance register provided that the names of persons who have never been convicted or placed on security for good behaviour shall not be entered until the District Police Officer or equivalent has recorded definite reasons for doing so.

(4) The record of such person shall be treated as confidential and the person concerned shall not be entitled to a copy thereof.

30.66 Register No. X(B): -(1) In every police station, Register No. X(B) shall be maintained. When the name of any person has been entered in the surveillance register a confidential notice in Form 30.66(1) shall be issued to the headman of the village or local representative in which the surveille resides and the headman's or local representative receipt shall be taken on the foil.

(2) When a name is removed from the register intimation shall be sent to the headman or local representative concerned and a similar receipt obtained.

(3) It is most important that the notices referred to in this rule should be issued promptly in respect of every person whose name is entered in the surveillance register in either Part-I or II, and that intimation of cancellation should similarly be sent. On the proof of issue of such notices the enforcement of the responsibility of headmen, both for ascertaining the whereabouts and assisting in the capture of proclaimed offenders and for reporting the movements of person restricted or under surveillance, mainly depends.

(4) Notwithstanding anything to the contrary contained in these rules, a police officer having authority in this behalf shall, before entering the name of person in clause (a) or (b) of Part II of surveillance register No. X, serve on such person, a notice in writing together with a written statement of the allegations, requiring him to show cause, either in writing or orally, within a period of not less than seven days and not more than fourteen days from the date of service of such notice, as to why his name should not be entered in the said register. If such person, within the specified periods shows sufficient cause

against the proposed action to the satisfaction of such police officer, the notice shall be discharged; but if such person does not show cause within the specified period or the cause shown by him is not sufficient to satisfy such police officer, his name may be entered in the aforesaid register.

30.67 Bad character rolls: -(1) When a person who is under surveillance leaves his home or residence, the village headman is, under sections 18 and 19 of the rules made by Government under section 39-A of Act IV of 1872, required to send immediate information to the officer in charge of the police station regarding the departure and alleged destination of such persons. Under the same rules village headmen are required to report immediately any information obtained by them regarding the whereabouts of proclaimed offenders, whose names are entered in Part I (a) of register No. X, or regarding the absence from the limits to which they are restricted of persons entered in Part I (b), (c) or (d) of the same register, and the surveillance of these persons, and the verification of their whereabouts, shall, thereafter, be effected in the manner prescribed in the following sub-rules.

(2) Upon receipt of such information the officer in charge of the police station shall send a bad character roll prepared by the carbon copying process in Form 30.67(2) (Police station register X-A), to the officer in charge of the police station to whose jurisdiction such person is believed to have gone. A roll shall similarly be sent when credible information is received of the presence of a proclaimed offender in another police station.

(3) The officer receiving the bad character roll shall acknowledge its receipt and shall take steps to ascertain whether the bad character has arrived within his jurisdiction, and, if so, shall arrange to have his movements watched, or, in the case of a proclaimed offender arrest him and take suitable action against his harbourers.

(4) A note of the movements and doings of the bad character shall be made in the roll and, if he moves on to another police station, the roll shall be forwarded to such police station and the same procedure followed. An entry regarding each such roll received shall be made in police station register No. XB, Form 30.67(4).

(5) When the roll is received back in the police station from which it was originally despatched, a note of any useful information recorded therein shall be made in the history sheet and the roll filed with the personal file, the acknowledgement referred to above being attached to the foil of the bad character roll. The date and time of the bad character's return to his home shall be verified and noted on the back of the roll before it is finally filed.

(6) If a notorious bad character or a convict, who has been classed P.R.T. under the rules in the Police Finger Print Bureau Manual, absents himself and he is likely to visit two or more districts, a copy of his bad character roll shall be sent to the office of the Head of District Police and Form 30.67(6) completed and submitted to the Additional Inspector-General, Investigation Branch, for publication in the Criminal Intelligence Gazette.

(7) When necessary, information regarding the movements of such person may be communicated by wireless.

(8) The Head of District Police shall send information by the quickest means to the Pakistan Railway police station concerned about the absence of a bad character for whom the Railway Police maintains a history sheet. Messages should be sent by telephone or wireless where possible and bad character rolls should be forwarded without delay. Information should also be given to the Superintendent of Police Railway, who will pass it on as quickly as possible to the Inspector-General, Railway Police.

30.68 Register No. XI. Index to history sheets and personal files: -(1) An Index to history sheets and personal files will be maintained in Forms 30.68(1)(A) and 30.68(1)(B).

(2) A register containing a general index to history sheets and personal files shall be maintained in two parts.

Part-I shall consist of a list in Form 30.68(1)(A) of the history sheets and personal files in serial order as they are opened.

Part-II shall be an alphabetical index in Form 30.68(1)(B).

(3) When a history sheet is opened it shall be given a permanent serial number and entered in the general index. Such number shall not be altered when the history sheet is transferred from one bundle to another, and shall not be re-allotted until the history sheet is destroyed or transferred to another police station.

30.69 Preparation of history sheets: - The initial preparation of a history sheet requires great care, and should invariably be done by the officer incharge of the police station himself or by a thoroughly experienced Sub-Inspector under specific orders.

(1) The description of the criminal should be such as will enable the person reading it to form for himself a picture of the individual described, special attention being given to peculiarities of appearance, gait, speech, etc., by means of which the man may be distinguished and record needs to be computerized with photograph etc. (hard and soft copy) and the political agent to be inform about the moment of BCs to tribal belt as FATA / PATA

(2) The space for “relations and connections” should be filled in with a view to affording clues to those person with whom the criminal is likely to harbour when wanted by the police, including relation or friends living at a distance from his home, and his associates in crime, abettors and receivers. The particular nature of each person’s connection should be noted against each, and, when person shown as connections themselves have history sheets, a cross reference with those sheets should be given.

(3) Under property, and mode of earning livelihood, such particulars should be entered as will facilitate a judgment as to whether the criminal is at any time living beyond his means; whether he is capable of furnishing a personal recognizance of any value; whether he is an owner of property, a tenant or a wage-earner, and so on.

(4) The “description of crime to which addicted” should be in some detail, showing not merely the class of crime, but the particular type of that crime, methods followed, localities chiefly frequented, weapons or instruments used, etc.

(5) When these particulars have been carefully and concisely entered, the initial entry on the reverse side of the form should be made in the form of a summary of the individual’s criminal career up to the date of his history sheet being prepared, and should include the particular reasons and authority for its being prepared. Copies of history

sheets prepared and published by the Investigation Branch and published in the Intelligence Gazette shall be filed with the history sheets of the person concerned in their home police stations. The police station history sheets in all such cases will be endorsed with the letter from Investigation Branch and the criminal's provincial numbers in red ink. The activities of all such criminals subsequent to the publication of their provincial history sheets must be communicated promptly to the Investigation Branch through the District Central Intelligence Agency. Duplicates of the sheets of criminals known or suspected to operate on the railway shall be supplied to the nearest Pakistan railway police station/ FIA (SIG) and the originals of such sheets shall be endorsed with the letter 'R' in red ink. The district police shall also supply the railway police station with copies of all subsequent entries made in such History Sheets, so that the Railway police copies may be kept strictly up-to-date.

30.70 History sheets when opened: -(1) A history sheet, if one does not already exist, shall be opened in Form 30.70(1) for every person whose name is entered in the surveillance register, except conditionally released convicts.

(2) A history sheet may be opened by, or under the written orders of a District Police Officer for any person not entered in the surveillance register who is reasonably believed to be habitually addicted to crime or to be an aider or abettor of such persons.

(3) Notwithstanding anything to the contrary contained in these rules, a police officer having authority in this behalf shall before opening the history sheet of any person, serve on such person a notice in writing, together with a written statement of the allegations; requiring him to show cause either in writing or orally within a period of not less than

seven days and not more than fourteen days from the date of service of such notice as to why his history-sheet should not be opened. If such person within the specified period shows sufficient cause for the proposed action to the satisfaction of such police officer, the notice shall be discharged; but if such person does not show cause within the specified period or the cause shown by him is not sufficient to satisfy such police officer his history sheet may be opened.

30.71 Custody of history sheets: -(1) The history sheets at each police station shall be kept in three separate bundles as follows: -

- (a) Bundle containing the history sheets of persons whose names are entered in the surveillance register.
- (b) Bundle containing the history sheets of person whose names are not entered in the surveillance register and which have not been removed to personal files under rule 30.73(1). In this bundle should be recorded the history sheets of persons who (1) have been removed from surveillance to probation owing to there being no recent complaints against them, but who cannot be said definitely to be no longer addicted to crime, (2) have been the subject of action under rule 31.16, but have not yet been placed on security for good behaviour or under surveillance.
- (c) Bundle containing the history sheets of bad characters undergoing sentence of imprisonment sufficiently long to justify the removal of their names from the surveillance register until their release. These history sheets shall be put up by the officer in charge of the police station before

the police officer of senior ranks for orders six months before the nominal date of the release of the bad character concerned.

(2) In each bundle, the history sheets of each village shall be kept in a separate cover on the inside of which a list of the history sheets pertaining to the village with their index serial numbers shall be maintained. The prescribed covers for history sheets are obtainable from the Controller Government Printing Press, Khyber Pukhtoon Khwa.

30.72 Checking of history sheets: -(1) Police officer of senior ranks on tour shall personally check the entries in history sheets by local enquiry, in the presence of the persons concerned and their lambardars, and so far as possible, at their homes. Such officers shall also carefully scrutinize the conviction register 30.63 in order to see that history sheets are opened and properly kept up, as the case may be, for all convicts, whose record justifies such action.

(2) In checking history sheets of proclaimed offenders they shall make sure that constant and recent enquiries have been made to ascertain the proclaimed offender's whereabouts and to effect his capture, whether he be in the jurisdiction or elsewhere, and that all necessary information about the proclaimed offender and his associates has been obtained from or communicated to other districts and police stations.

30.73 Treatment of history sheets and personal files: -(1) The history sheet of a person who is no longer addicted to crime shall be transferred to his personal file. Under no circumstances shall the history sheet of a person who is under-going sentence be relegated to his personal file.

(2) The history sheet and personal file of a person who takes up his residence permanently in another police station jurisdiction shall be transferred to such police station.

(3) The history sheet and personal file of a person who dies shall be destroyed.

(4) All disposal action referred to in this rule shall be taken in accordance with orders of SP and above.

30.74 Personal files maintenance and disposal: -(1) The starting of a personal file should always be the first stage in compiling the record of a suspect. As soon as suspicions have come into record regarding an individual to an extent which indicates that he is addicted to crime or is the associate of criminals, such record should be tabulated to form the foundation of a personal file. Subsequently, all information obtained about such person, whether in his favour or against him, shall be added to his file. The personal file shall form the main material by which superior officers will be guided as to whether to open a history sheet or not. It follows that a personal file must be maintained for every person of whom a history sheet exists. On such file, bad character rolls, papers relating to information sheets, etc., shall be recorded. See rule 30.75 in this connection.

(2) All personal files shall be paged and indexed.

(3) The personal files of persons for whom history sheets have been opened shall be given the same serial number as the history sheet and kept separately in a bundle.

(4) The personal files of persons for whom no history sheet exists shall be kept in a separate bundle. These files shall not be numbered, but a list of them shall be kept in the bundle and they shall be arranged according to villages.

(5) To prevent the undue accumulation of useless personal files, the Head of District Police may, at his discretion, order the destruction of the personal file of any person of whom a history sheet does not exist when such person has been of good behaviour continuously for seven years and the up-keep of his personal file appears unnecessary.

30.75 Registers Nos. XII, (A) and (B). Information sheets: -(1) Register of information sheets shall be maintained in accordance with Form No. 30.75(1)(A). It shall be used by an officer incharge of police station for the double purpose of obtaining and communicating information about residents of other police station jurisdictions who are known or believed to have visited his police station jurisdiction with criminal intent.

(2) Information sheets shall be issued by an officer in charge of a police station as a means of ascertaining the antecedents of persons: -

- (a) who are genuinely believed to have committed an offence whether or not they have been or are to be arrested;
- (b) who have been arrested under section 55, Criminal Procedure Code;
- (c) who are genuinely believed to be of suspicious character.

The officer incharge of police station shall send an information sheet in Form 30.75(2) as soon as possible to the officer in charge of the police station of which such person claims to be a resident, giving.

- (i) an account of the circumstances in which such person came to notice,
- (ii) an account of the offence, if any, with which such person is believed to be connected,
- (iii) the names and a statement of the characters of the person with whom such person has been associating, and

- (iv) any statement made by such person about his own reputation and status and associates in his own jurisdiction, and enter its despatch in Police Station Register No. XII. Form 30.75(2).
- (3) Continuation information sheets shall be issued whenever necessary as a means of communicating information obtained or genuine suspicions formed after the issue of the original information sheet.
- (4) Final information sheets shall be issued as soon as possible after the conclusion of the police investigation, or of the judicial trial, or of the judicial proceedings. Such final reports shall as far as possible be drafted by the officer in charge of the police station himself and shall be a summary of the whole matter, giving in detail the result of the investigation or trial or proceedings, the names of co-accused or associates, if any, the names of sureties and of discredited defence witness, if any, the places, if any, where property was recovered or absconders found, and any other facts that may be of value for criminal intelligence records.
- (5) Information sheets, original, continuation and final, shall be issued in triplicate. The officer in charge of the police station shall send one copy to the Head of District Police, of his own district to enable the CRO to extract any information of value, and shall send the other two copies to the officer in charge to the police station addressed.
- (6) (a) The officer in charge of a police station receiving an information sheet in duplicate shall cause an entry to be made to register XII-A (Form No. 30.75(6)(a)), the index of information sheets received. He shall then record on the back of the copies all the information about the person, such as his antecedents, relations and associates as may help the enquiring

officer in his investigation or in his search for absconders or for co-accused or for stolen property. One copy shall then be returned to the enquiring officer and the other copy shall be filed in the police station receiving the information sheet.

- (b) Look-out notices circulated by the Addl: Inspector-General of Police, Special Branch, Khyber Pukhtoon Khwa, to Head of District Police shall receive their personal attention. Only those notices shall be sent to selected officers as are absolutely necessary. In the police station these notices shall be entered in Register No. XII (B) (Form 30.75(6)(b)) and shall form part of the S.H.O's confidential record. Compliance of the orders contained therein shall be the personal responsibility of the in charge police station.
- (7)
- (a) In the police station issuing the sheet, information sheets of person finally considered to be of criminal or suspected character shall be filed in bundles according to the village visited by such person, and within such village bundle according to the type of crime to which they are suspected of addictions.
 - (b) In the police station receiving the sheet, information sheets of persons finally considered to be of criminal or suspected character shall be filed with their personal files, if any. If there is no personal file, and if none is started on receipt of the information sheet, it shall be filed according to the village of residence and within the bundle relating to such village according to the type of crime of which the person is suspected.

- (c) In both issuing and receiving police station information sheets of person finally considered to be of good character shall be destroyed.

30.76 Register No. XIII. Minute book for gazetted officers: -(1) This register shall be maintained for the informal inspections and notes of the police officers of senior ranks and in this register shall be entered the dates of all inspections and any matters requiring the attention of the officer incharge of the police station which have not been entered in the inspection report. Inspecting officers shall satisfy themselves that old volumes of this register, which form a valuable record of the past history of the police station, are intact.

(2) Notes shall be made in this register of matters permanently affecting the conditions of the police station, e.g., changes in police station, imposition and removal of additional police posts; construction of new buildings, etc.

(3) The register is a confidential and privileged record; with the exception of police officers of senior ranks no one may enter remarks in it or examine it.

30.77 Register No. XIV. Inspection reports: - A register shall be maintained for record of inspection reports of officers of senior ranks covering the periodical checking of police stations. These reports shall be given separate annual serial number as received. An index of inspection reports shall be maintained on the inside of the front cover.

30.78 Register No. XV. Pairvi and search slip register: -(1) Pairvi register shall be maintained in Form 30.78(1) in every police station and shall show date wise progress in all criminal cases sent to court by police.

(2) Search slips shall be prepared in triplicate and one copy shall be retained in this register whereas the other two copies shall be sent to the Finger Print Bureau. The traced copy received from the Fingerprint Bureau shall be placed with case file Form No. 30.78(2).

(3) Search slips shall be prepared in respect of the following: -

- (a) Every person who has been (a) convicted of any offence punishable with rigorous imprisonment for the term of one year or upwards, or of any offence which would render him liable to enhance punishment on a subsequent conviction; or
- (b) ordered to give security for his good behaviour under section 118 of the Code of Criminal Procedure 1898.

shall, if so required, like full profiling as per proforma police officer in the prescribed manner.

- (c) Any person who has been arrested in connection with an offence punishable with rigorous imprisonment for a term of one year or upwards shall, if so required full profiling as per required proforma like photographs measurements etc.

30.79 Register No. XVI. Government property and servants: - This register shall contain 200 pages, which will be divided into four parts as follows: -

- (a) **Part-I:** - This part shall contain a list of village watchmen/ local councilor in the station jurisdiction, with the days fixed for their attendance at the police station in Form 30.79(a).

- (b) **Part-II:** - This part shall contain list of police officers attached to the police station with the dates of their appointment and transfer, in Form 30.79(b).
- (c) **Part-III:** -This register shall contain details of all Government property in use at the police station including wireless sets where installed in Form 42.16. A printed list of the various kinds of articles supplied to police stations will be sent out to all police stations before the 15th March and 15th September. This list will be completed (as regards the numbers of each article on charge) from the balances in Part III of this register and will be submitted every half-year to the Reserve Inspector or Lines officer before the 31st March and 30th September. A note will be attached explaining all changes from the list last submitted quoting the dates of the authority for all receipts, transfers, destruction or other disposal of the property.
- (d) **Part-IV:** - This part shall contain list of all lands in the police station jurisdiction, which is Government property in the possession of the police in accordance with rule 40.2(2). The dimensions, area, locality, boundaries and boundary pillars of any place of worship or praying platform situated on police land shall be entered in this register. Such entries must correspond with the permanent record maintained at headquarters under rule 40.2(2).

30.80 **Register No. XVII. Licenses:** -(1) This register shall be maintained in separate parts as follows: -

- (a) **Part-I:** - This part shall contain list of Arms Ordinance Licenses; subdivided into five parts, in Forms 30.80(a)(1), (a)(2), (a)(3), (a)(4), (a)(5) and (a)(6) shall be maintained. Licences will normally be issued after police verification of the antecedents of the applicant. Where however, this procedure has been dispensed with, the officer incharge of the police station shall cause such verification to be made subsequently and report any adverse finding to the Head of District Police.
 - (b) **Part-II:** -This part shall contain list of licenses under the Excise Laws in Form 30.80(1)(b)
 - (c) **Part-III:** - This part shall contain list of licences under the Explosives Acts, in Form 30.80(1)(c).
 - (d) **Part-IV:** - This part shall contain list of licences under the Petroleum Act, in Form 30.80(1)(d).
 - (e) **Part-V:** - This part shall contain list of licences under the Poisons Act, in Form 30.80(1)(e).
 - (f) **Part-VI:** - This part shall contain list of serias, motels and hotels in Form 30.80(1)(f).
- (2) Parts I to V, of this register except Form 30.80(a)(4) may be destroyed one year after the expiration of the period for which the licences were granted.
- (3) When the existing Part VI is filled up, all uncanceled entries shall be transcribed in a new register and the old one destroyed.

(4) Powers and duties of police officers under the Acts mentioned in sub-rule 1 are given in Appendix 30.80(4).

30.81 Register No. XVIII. Receipts of arms licenses: -(1) A receipt book in Form 30.81(1) shall be maintained in which shall be entered a descriptive list in triplicate of all arms, ammunition or military stores deposited in, or seized and brought to, the police station when such seizure is not otherwise reported. The form shall be made out by the carbon copying process. One copy shall be affixed to the weapon or articles, and the duplicate shall be given to the depositor.

(2) This book shall be destroyed five years after the date of the last entry.

30.82 Register No. XIX. Store room register: -(1) This register shall be maintained in Form 30.82. With the exception of articles already included in register No. XVI every article placed in the store-room shall be entered in this register and the removal of any such article shall be noted in the appropriate column.

(2) This register may be destroyed three years after the date of the last entry.

30.83 Register No. XX. Accounts: -(1) This register shall be maintained in Forms 37.52 (a) and (b). A cash account shall be kept of all receipts and expenditure. This account shall be kept separately in two parts as follows: -

- (a) Other moneys, such as receipt and disbursement of pay, travelling allowance, etc.
- (b) Permanent advance.

- (2) The account shall be balanced daily at the time fixed for the daily diary to close.
- (3) At the end of the month any expenditure from the permanent advance, the recovery of which has been pending for over a month, shall be specially detailed.
- (4) If the permanent advance becomes exhausted and further expenditure has to be incurred, the minus balance shall be shown in red ink. Such minus balance shall be shown also in the daily diary. Police officers of senior ranks shall ensure that such entries in diaries are specially brought to their notice so that prompt measures may be taken to place the account in credit and to deal with those responsible for delay in the refund of advances.
- (5) The purpose and principles of permanent advances are detailed in rule 37.15.
- (6) The method of recovery of expenditure on account of diet money, etc., is given in rule 32.22.
- (7) The officer incharge of the police station shall personally check the correctness of the cash account once a month and certify over his own signature in the register that he has done so.

30.84 **Register No. XXI. Road certificates:** -(1) A bound book of road certificates in Form 37.17 containing sufficient certificates in duplicate to last for three months, shall be issued to each police station as required.

- (2) Each certificate, both office copy and duplicate, shall be given an annual serial number for each police station and, when returned receipted, the copy issued or the receipt in lieu thereof shall be pasted on to the place from which the copy issued was taken.

(3) Each book shall be destroyed when the last certificate there-in is three years old.

30.85 **Register No. XXII. Printed cash receipts:** -(1) Printed receipt books in Form 37.14(1) each containing 100 receipt forms in duplicate shall be issued to each police station.

(2) The pages of each book shall have printed serial numbers; office copies and duplicates having the same numbers and only one such book shall be in use at a time.

(3) It shall be the duty of the station clerk to count and stamp with the station seal the receipts in the book before bringing it into use. Any receipt missing or bearing a wrong printed page number shall, before the book is brought into use, be brought to the notice of the officer incharge of the police station and a report entered in the daily diary.

(4) For all sums of money received in a police station, whether in cash or otherwise on any account whatever, a receipt from this book shall be issued to the remitting party under the signature of the officer incharge of the police station or by the station clerk. The officer signing the receipt shall satisfy himself that necessary entry has been made in the cash account, which shall be duly attested under his initials at the same time.

(5) The road certificate, if any, received with the money, shall be pasted in place of the receipt issued in the receiving police station. The receipt issued in lieu thereof shall be pasted in the remitting office in place of the road certificate issued.

NOTE: - A road certificate is only an acknowledgement and not a receipt. (Rule 37.14(4)).

30.86 **Register No. XXIII:** -(1) The Police Gazette and the Criminal Intelligence Gazette will be neatly filed in cardboard covers immediately on receipt. All orders contained in the Gazette, affecting the officers of the police station as a whole or any individual officer, shall be announced at the first roll-call held after the receipt of the Gazette, - vide rule 30.23.

(2) Police Officers of senior ranks will see at inspections that these rules are carefully followed and that all orders, etc., in the Gazette are properly dealt with.

30.87 **Register No. XXIV. Police rules and relevant law books:** - All copies of police rules and relevant law books shall be supplied by the Provincial Police Officer and maintained in this register and frequent consultation by the police station staff.

30.88 **Register No. XXV. Charge notes of officers incharge of police station:** -

(1) A blank register of foolscap size shall be maintained in every police station, in which the officer incharge of the police station, on handing over charge on permanent transfer, shall record a confidential charge note for the assistance of his successor. This note should not recapitulate matters which are already on record in Part IV of the village crime register or in other registers of the police station, but should deal with miscellaneous local information, which the out-going officer has gathered during his stay in the jurisdiction, and which would be lost to his successor if not recorded.

(2) Matters which, may suitably be mentioned in these charge notes are –

- (a) the character and capacity of members of the staff of the police station, including notes of constables who are specially useful for particular types of work;
 - (b) residents of the jurisdiction who are useful to the police as informers or helpers and others who are particularly to be guarded against;
 - (c) directions in which co-operation with other police stations is specially necessary owing to the habits of the criminals of one or the other jurisdiction;
 - (d) special factors affecting crime such as seasonal immigrations of labour, local customs or super-stitions, etc.;
 - (e) matters of temporary importance, such as serious cases under investigation, preventive action pending, or important orders under compliance.
- (3) This list is not an exhaustive list. The object of confidential charge notes is that miscellaneous information, which the experience of successive officers accumulates, and which would not otherwise come on to record, should be available to new comers.

30.89 Register No. XXVI. Non-cognizable offences: -(1) A register shall be maintained at a police station in Form No. 30.89(1) for the record of non-cognizable offences reported at the police station and entered in the daily diary in which the informant was referred to the court.

- (2) This record shall be maintained year wise by placing a copy of the relevant entry in the daily diary.

(3) The record of all complaints pertaining to non-cognizable offences received at the police station shall be maintained in the register.

(4) This register shall be destroyed after two years from the last entry made in this register.

30.90 Register No. XXVII. Preventive action: -(1) A register for the record of preventive action shall be maintained at a police station in Form No. 30.90(1). Following entries shall be made in the register.

(a) Persons arrested under sections 107/151 Code of Criminal Procedure.

(b) All persons bound down under sections 106, 107/150, 108,109 and 110 Code of Criminal Procedure.

(c) All persons arrested and bound down under Habitual Offenders Act, Goonda Ordinance and under any other law for crime control.

(d) Record of all persons who are habitual in arranging unlawful assembly and public nuisance/disordered.

(2) This register shall be destroyed after five years from the date of the last entry.

NOTE: - Particulars of arrest under sections 107, 108, 109 and 151, Code of Criminal Procedure, of persons who are residents of another police station shall be entered in red ink and given a separate serial number, the form being completed with the result of the case intimated by the prosecuting agency.

30.91 Register No. XXVIII. Inquest reports: -(1) A register shall be maintained at a police station for maintaining record of the Inquest Reports yearwise. Original inquests

reports shall be sent to the magistrate and carbon copies in Form No. 29.37(1) shall be filed in this register.

(2) This register may be destroyed seven years after the date of last entry.

Part-III shall contain carbon copies of reports of investigation into accidental deaths of human beings in which Forms 29.37 A, B and C, are submitted. A yearly index will be maintained for this part. This register may be destroyed seven years after the date of the last entry.

30.92 Register No. XXIX. 182 PPC. Reports of action under section 182 PPC: -

(1) In false cases cancelled with the permission of the court, a complaint under section 182 PPC shall be submitted to court for action against the informant/complainant. A copy of such complaints shall be filed in this register and the orders of the court shall be mentioned on each complaint.

(2) These reports shall be destroyed three years after decision of the court in each case.

30.93 Register No. XXX. Cases of terrorism etc. : - A register shall be maintained in every police station in which entry shall be made years wise for the record of following cases.

(a) In Part-I of the Register all cases pertaining to terrorism with details of terrorists shall be entered. Form No. 30.93(A).

(b) In Part-II shall be entered all cases pertaining to hijacking alongwith details of hijackers. Form No. 30.93(B).

- (c) In Part-III shall be entered details of cases pertaining to kidnapping for ransom and child lifters alongwith details of the accused. Form No. 30.93(C).
- (d) In Part-IV shall be entered all cases of sabotage alongwith details of the accused.

30.94 **Register No. XXXI. Religious institutions:** -(1) A register shall be maintained in police station for the record of the following in Form No. 30.94: -

- (a) List of all religious institutions including mosques, maddrassh, Imambarghas, churches, temples and gurdawara and other places of worship.
- (b) List of religious leaders of all denominations.

30.95 **Register No. XXXII. Wandering criminals:** -(1) A register shall be maintained in a police station for recording therein the details of wandering criminals and temporary residents in Form No. 30.95.

Part II Chronic addicts, disables and professional beggars.

Part III all illegal alien/immigrant.

(2) Such wandering criminals and suspicious temporary residents shall be periodically checked to guard against commission of crime by them.

30.96 **Register No. XXXIII. Police martyrs and police pensioners:** -(1) A register shall be maintained at a police station in two parts.

- (a) In Part-I shall be entered names and other details of all police martyrs belonging to the jurisdiction of the police station. Form No. 30.96(a).
 - (b) In Part-II shall be entered the names of all police pensioners living within the jurisdiction of the police station. Form No. 30.96(b).
- (2) Officer incharge of police station shall periodically contact the dependents of the martyrs to render assistance to them in their legitimate matters.
- (3) Officer incharge of police station shall make courtesy call on police pensioners of senior ranks on his posting to the police station.
- (4) Police pensioners visiting police station for legitimate help shall be given courtesy and assistance.

30.96 A **Register of women and juvenile accused** (1) this register shall be maintain in two parts:-

- 1. Part I this part shall contain the names of all women accused in from 30.96 (a)
- 2. Part II shall contain the names of juvenile offender in 30.96 (Ab)

30.97 **Station clerk as officer incharge of police station:** -(1) In the absence of senior officer, the station clerk is frequently called upon to act as officer incharge of the police station. He must, therefore, be fully acquainted with all the powers, responsibilities and duties of that officer as laid down in the law and in police rules. The most important of these and the most important of the other duties devolving on the station clerk and not already detailed in this chapter are –

- (a) registration of cognizable cases and action subsequent to registration rule 28.3;

- (b) recording of complaints in non-cognizable cases- rule 28.8;
 - (c) despatch of special reports – rule 28.13;
 - (d) Ensure disposal and completion of case files and completion of registers on the passing of orders in cases with relevant office– rule 33.20;
 - (e) carrying out arrests – rule 32.20;
 - (f) granting of bail – rule 32.17;
 - (g) submitting application for remands to police custody – Form No. 29.57(1) and Appendix No. 29.57(2);
 - (h) patrolling at rural stations – rule 31.8;
 - (i) issuing orders on the use of hand-cuffs – rule 32.31.
- (2) In all these matters the station clerk will be guided by the rules referred to and connected law.

30.98 Visit of chaukidars to police station: -(1) The visit of Local elder to police station mentioned in rule 31.4 shall be so arranged that while no inconvenience is caused to the local elder concerned they shall arrive at the police station on different days as far as possible.

(2) Opportunity shall be taken of these visits by the police station staff to obtain local information of occurrences in villages, to disseminate intelligence relating to crime, absconders, etc., and to impart instruction as to the action required by all local elders on the occurrence of crime, etc.

(3) Officers incharge of police stations will be held responsible that village watchmen on their periodical visits to the police station are not kept waiting unnecessarily and that

their services are not utilized in improper ways. Any disobedience of these orders must be severely dealt with and police officers of senior ranks should, by personal enquiry when on tour, ensure that these instructions are strictly complied with.

30.99 Orders regarding notices: -(1) When it is considered necessary to record or communicate to other police stations information regarding unidentified corpses, missing persons, unclaimed, lost or stolen cattle or other property, notices in the forms given below shall be prepared by the carbon copying process and despatched to the District Criminal Record Office at Headquarters and to such police stations as the officer incharge of the police station thinks fit, care being taken that only property easy of identification is included: -

- (a) Unidentified corpses – Form 30.99(1)(a).
- (b) Missing persons – Form 30.99(1)(b).
- (c) Unclaimed property, including cattle – Form 30.99(1)(c).
- (d) Property lost or stolen including cattle, - Form 30.99(1)(d).

(2) If the matter is urgent the necessary copies shall be made and despatched direct from the police station, otherwise notices shall be submitted to the District Criminal Record Office at Headquarters where the required number of copies shall be made by means of duplicating process and despatched without delay to such police stations or posts as the submitting officer may recommend, and also, in exceptional cases where such a course is likely to prove effective, to the office of the Head of the Investigation Branch in the Province, for publication in the Criminal Intelligence Gazette. In addition, in all important cases, the information should be communicated to the chaukidars/ elders

/elected representative visiting the police station with a view to its circulation throughout the jurisdiction of the police station.

(3) Office copies of the notices referred to shall be kept and these, as well as the notices received from other police stations, shall, respectively, be given an annual serial number under each class separately and filed for seven years in two bundles, one containing notices of the home police station and the other those received from other police stations.

(4) Notices shall be compared with a view to tracing missing persons, owners of unclaimed property, establishing identity of unidentified corpses, etc., and results noted in the column of remarks and be reported in print media about missing persons and unidentified corpses.

(5) In the case of similar notices received from other districts or provinces, Head of District Police shall exercise discretion as to the police stations to which they should be circulated and the necessary number of copies shall be made in their own offices if duplicate copies are not received from the forwarding districts.

30.100 The duties of the police as excise officers: -(1) Cooperation between the excise and police forces is necessary for the detection and investigation of excise offences. The Provincial police Officer, Capital City Police Officer and City Police Officer and the Provincial Government lay stress upon this cooperation as one of the principal secrets of successful working. Any case of jealous or obstructive working will be severely dealt with.

(2) When an officer incharge of a police station becomes aware of an offence under the prohibition Order 1979, he shall at once register it as a police case and investigate.

(3) All excise Inspectors or Sub-Inspectors are required to maintain a First Information Report Register for the registration of complaints and reports of excise offences. In all cognisable cases a copy of the First Information Report shall be sent to the police station in whose jurisdiction the offence is reported. In return the excise officer concerned will be given a copy of the police First Information Report.

(4) An Excise Inspector or Sub-Inspector shall not ordinarily attempt a search or make an arrest by himself. He shall always obtain the assistance of the police Sub-Inspector. If, however, delay is likely to defeat the ends of justice, the Excise Inspector, Sub-Inspector shall make the arrest or search himself, subject to provision of law and at the same time send word to the police Sub-Inspector for assistance

(5) The prevention of illicit distillation of spirit is one of the most important of the duties of the police. This will not be effected by isolated seizures. It involves careful and sustained enquiry and a complete knowledge of his jurisdiction by the officer incharge of the police station. It is impossible for an illicit still to be regularly worked in a village without the knowledge of the chaukidars and lamberdars. The trade betrays itself by the resulting smell, the accumulation of refuse, and the occurrence of drunkenness, where no means of illicit supply exist. If these things happened and the village officials make no report, it is obvious that they are conniving at the offence. In such cases the officer incharge of the police station must at once take steps to have these rural officials/ elected representative/ elders punished. Where it is notorious that illicit stills are worked, the officer incharge of the police station neglects his duty if he does not arrange to put in

operation the provisions for search, seizure and prosecution contained in the Prohibition (Enforcement of Hadd) Order of 1979.

(6) If it is found that illicit manufacture of country spirit has been extensively carried on in a police station jurisdiction and preventive action has not been taken by the police, neglect of duty on the part of the officer incharge of the police station will be presumed.

(7) Attention must also be paid to the unlicensed sale of spirit in large towns by sodawater sellers and others.

(8) Any charas coming into the Province by any routes should at once be detained under Article 3 and 4 of the Prohibition Order 1979. Charas smugglers generally travel by rail and can easily be captured in cooperation with the railway checking staff, who while examining their tickets can also examine their luggage.

(9) The use of cocaine, except for medical and surgical purpose, is altogether prohibited.

(10) The board of revenue has impressed the necessity of granting liberal rewards both to informers and to arresting officers in all excise cases.

30.101 Duties of police in connection with unclaimed property: -(1) It is the duty of a police officer under Article 134 of the Police Order 2002 to take charge of the unclaimed property which may either be found by him or which may be made over to him.

(2) A police officer taking charge of the unclaimed property mentioned in sub-rule(1) shall make an inventory (description etc.) thereof in Form 33.29(2) and send three copies to the Head of the District Police.

(3) A police officer taking into possession unclaimed property shall mention clearly in the inventory prepared by him in Form 33.29(2) whether the property is subject to speedy decay. In case the unclaimed property is not subject to speedy decay he shall strike out this portion of the inventory.

(4) In case the unclaimed property taken into possession by the police officer is subject to speedy decay, he shall lay this information before the Head of the District Police immediately in Form 33.29(4) for soliciting orders for the sale or auction of the said unclaimed property.

(5) All cases of unclaimed property taken on charge by the police shall be entered in Register No. 19 of the police station.

30.102 Disposal of unclaimed property: - Detailed instructions and procedure regarding disposal of unclaimed property are contained in Police Rules 33.29 to 33.35.

FORM NO. 30.26(2)

LOCK-UP REGISTER

1	2	3	4			5	6	7	8	9
Serial No.	Date and time of arrest.	F.I.R. No. date, offence and name of P.S.	Prisoners.			Date and time of admission in the Lock-up	Date and time of release or sending him to court for judicial custody.	Cost of dieting Prisoner.	Number of days dietet.	REMARKS.
			Name and parentage.	Caste.	Residence.					

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FORM NO. 30.42

CHARGES FOR MAINTENANCE OF ANIMALS

POLICE STATION _____ DISTRICT _____.

F.I.R. NO. _____ DATE _____.

Number of animals.	*Kind of animal.	Rate per day.	Number of days.	Total.	Remarks.

Grand total.

The above charges are due to _____ Complainant.
Surety.

1. Buffalo.
2. Bullocks or cow.
3. Horse.
4. Pony.
5. Camel.
6. Donkey.
7. Sheep or goat.

FORM NO. 30.45(8)

No. _____ Dated _____.

VOUCHER ENGAGING ACCOMMODATION BY MOTOR VEHICLE.

Certificate that _____ seat (s) _____
Has
Have
to _____

Owned
On motor omnibus _____ by _____
Driven

Prisoners.
On account of _____
Constables.

Purpose of journey _____

No. and date of entry in Police Station Daily Diary _____

Amount of fare due for payment Rs. _____

Signature of police officer engaging accommodation.

(Signature) _____

Rank _____

Date of payment and signature of gazetted officer signing the bill.

(Signature) _____

FORM NO. 30.50(1)

REGISTER NO. II. – THE STATION DAILY DIARY

STATION _____ DISTRICT.

The following officers were present at morning roll call _____ Inspector _____
Sub Inspector _____ Assistant Sub-Inspectors _____ Head
Constables _____ mounted Constables. The remaining staff were
_____ on duty _____ sick.

The station is _____ Under
sanctioned strength. Remarks _____
Over

Diary of the above station commencing at _____ o'clock on the _____
And ending _____ o'clock on the _____.

Serial No.	Name of reporter.	Substance of report.

Signature of officer incharge of
Police Station.

PART-I
FORM NO. 30.56(a)

POLICE DEPARTMENT

_____ DISTRICT.

PART I. – ABSCONDERS IN CASES REGISTERED IN THE HOME POLICE STATION

(Residents of the home police station to be written in red ink)

1	2	3	4	5	6	7	8	9
Serial No.	Name, parentage, caste and description of absconders.	Residence, i.e., village, police station and district.	Offence, F.I.R. No. and date, place and date of offence.	Reward offered.	Clues to probable whereabouts.	Action taken to procure arrest, details to be given as to: - (a). Police Station of the home district to which notices sent. (b). Police Station of other district to which notices sent. (c). Date on which notices sent for publication in "C.I. Gazette". (d). If a P.R. convict, date of intimation to F. P. Bureau. (e). Action taken under section 512/87/88, Code of Criminal Procedure, with dates. (f). Details of any other action taken, with dates and name of Court. (g). Has History Sheet been opened in home district and name entered in Register No. X?	Signature of gazetted officer.	Date of arrest, death, cancellation or removal to proclaimed offenders list.

NOTE: - This register is to be printed on foolscap folio size ruled paper.

FORM NO. 30.56(b)**PART II, - ABSCONDERS IN CASES REGISTERED IN OTHER POLICE STATIONS, BUT RESIDENTS OF,
OR LIKELY TO VISIT, THIS POLICE STATION**

(Residents of the home police station to be written in red ink)

1	2	3	4	5	6	7	8	9	10
Serial No.	Police station or district submitting notice. Name of absconder.	Parentage, caste and description.	Residence, i.e., village, police station and district.	Offence, F.I.R. No. and date, place and date of offence.	Reward offered.	Clues to probable whereabouts.	Action taken to procure arrest, details to be given as to: - (a). Action taken under sections 512/87/88, Code of Criminal Procedure, with date. (b). Details of any other action taken, with dates and name of Court.	Signature of gazetted officer.	Date of arrest, death, cancellation or removal to proclaimed offenders list.

NOTE: - This register is to be printed on foolscap folio size ruled paper.

FORM NO. 30.57

REGISTER NO. V. – REGISTER OF CORRESPONDENCE

STATION. _____

_____ DISTRICT.

1	2	3	4	5	6	7
No.	Date of order, etc.	By whom issued.	Substance of order or letter received.	No.	Date of report.	Substance of report or letter despatched.

NOTE: - To be drawn by hand. The heading to be written on the first page only.

FORM NO. 30.58(1)

CHARACTER ROLLS OF GOVERNMENT SERVANTS OR APPLICANTS FOR GOVERNMENT EMPLOYEE, VERIFIED BY THE POLICE

1	2	3	4	5	6	7	8	9
Annual Serial No.	Date of receipt of roll.	From whom received.	Where employed or service for which allying, i.e., Railway, Police, Military, &c.	Name and parentage of applicant.	Village of which resident.	How, when, and by whom character tested, and result of enquires.	Date of return of roll.	REMARKS.

FORM NO. 30.61(1)(a)

PART –III-A, - VISITS TO THE VILLAGE

1	2	3	4	5	6	7
Serial No.	Name, parentage, caste and relationship, if any of persons visited.	Name, parentage, Caste and address of visitor.	Brief reasons for suspecting visitor.	Object and dates of visits.	Number and date of bad character roll received or information sheet despatched.	REMARKS.

NOTE: - This shall be maintained: -

- (1) for the visits to villages of (a) history sheeters in bundle (A) and (B) persons established through information sheets (Strangers' roll) to be of doubtful character, and.
- (2) For person arrested in villages under section 55/ 109 Criminal Procedure Code, provided that they are placed on security. In case of persons in class (2) the names, their sureties and the reason for standing surety should be entered in the "Remarks" column.

NOTE: - This register is to be printed on foolscap size ruled paper).

FORM NO. 30.61(1)(c)

POLICE DEPARTMENT.

_____ DISTRICT.

PART- III – CASES TRACED TO THE VILLAGE

1	2	3	4	5	6
Serial No.	Police Station, village and district. Number of First Information Report with date.	Section of Law, nature of offence and class of property attached.	Name, parentage, caste and address of all persons resident of the village in any way implicated in the case, stating whether convicted, acquitted, discharged or suspected (include harbourers, receivers and active helpers of the accused.	Name, parentage, caste and address of all persons resident of the village in any way implicated in the case, stating whether convicted, acquitted, discharged or suspected (include harbourers, receivers and active helpers of the accused.	REMARKS.

FORM NO. 30.61(1)(E)

PART-IV

Notes on crime in the village with special reference to factions, land or water disputes, presence of gangs, occurrence of obstructions in or damage to railway line within the village, special outbreaks of crime in the village, etc., in accordance with rule.

FORM NO. 30.61(1)(f)

POLICE STATION (NAME).

REGISTER NO. IX.

NAME OF TOWN OR VILLAGE.

CONVICTION REGISTER

PART: – Names of residents who have been convicted of certain offences

1	2	3	4	5	6	7	8	9	10
Serial No.	Name of convicted person and age on date stated in column 5.	Parentage, caste and occupation with description, particular marks and P.R. No., if any.	Section and Act under which convicted and nature of the offence.	Name of court, district, sentence and date of conviction.	Date of release.	Whether entered in Book X (Surveillance Register) with No. of History Sheet, if any.	Signature of police officer making the entry and date of making it.	Place of crime, if committed outside the village.	Remarks. (Names, parentage, caste and address of convicts and co-suspects. Places where arrested and property recovered and residence of persons who stood bail.

FORM NO. 30.64(1)

_____ DISTRICT

POLICE STATION.

SURVEILLANCE REGISTER NO. X

1	2	3	4	5	6	7	8	9
	Name	Parentage and caste.	Name and serial No. of village.	Number of History Sheet in a bundle.	Date of entry.	Brief reasons for entry and signature of officer.	Date.	NAME STRUCK OFF.
								Brief reasons for striking off, with signature of officer.

(To be drawn by hand on both sides of a foolscap-size register, column 1 to 6 being on the right hand page and column 7 to 9 on the left hand. The heading to be in big type).

FORM NO. 30.66(1)

CONFIDENTIAL

CONFIDENTIAL

<p>POLICE STATION _____ DISTRICT.</p> <p>Notice to Headmen and Watchmen of village _____ of their duties under sections 18 and 19 of the rules of Government made under section 39-A of Act IV of 1872 with regard to _____ son of _____, a resident of their village.</p> <p>Signature of Headman and Watchman.</p> <p>Signature of Officer incharge of station.</p> <p>Dated _____ 20 .</p>	<p>POLICE STATION _____ DISTRICT.</p> <p>To the Headman and Watchman of village _____.</p> <p>Be informed that the person named on the reverse of this notice, who is a resident of your village, is a bad character and suspicious person within the meaning of sections 18 and 19 of the Rules of Government made under section 39-A of Act IV of 1872, and has been entered, by order of the Head of District Police, in the Surveillance Register of this Police Station. Under the said sections you are bound to keep a watch on such person and his associates, and to report to the police his movements or his associating with individuals of bad repute or ceasing to obtain a livelihood by honest means. You are further required to report forthwith the absence of such bad character at night, and you are liable under section 43 and 44 of the said rules of Government, if headman, to imprisonment with or without hard labour for a term not exceeding three months or fine not exceeding Rs. 300, or with both; and if watchman, to imprisonment with or without hard labour for a period not exceeding three months or with fine not exceeding three month's pay, or with both, on conviction for willful neglect of these duties.</p> <p>(By order)</p> <p>_____ Inspector, Incharge of Police Station.</p>
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(To be printed un Urdu and bound in books of 100 pages).

FORM NO. 30.67(2)

**POLICE STATION BOOK NO. X.A. – ROLL OF ABSENT
BAD CHARACTERS.**

Annual Serial No.
REPORT OF ABSENCE OR DEPARTURE OF A BAD
CHARACTER UNDER SURVEILLANCE IN NO.X.

POLICE STATION _____ DISTRICT.

1	2	3	4
Serial No.	Points to be reported on.	Serial No.	Points reported on
1.	Name, parentage, caste and descriptive marks of bad character.		
2.	No in Surveillance Register and number and description of previous convictions.		
3.	Class of offences he commits.		
4.	Place to which alleged to have gone and for what purpose, with information as to his relations and associates in such places.		
5.	Date and hour at which he left his village and source information, i.e., whether the		

**POLICE STATION BOOK NO. X.A. – ROLL OF ABSENT
BAD CHARACTERS.**

Annual Serial No.
REPORT OF ABSENCE OR DEPARTURE OF A BAD
CHARACTER UNDER SURVEILLANCE IN NO.X.

POLICE STATION _____ DISTRICT.

1	2	3	4
Serial No.	Points to be reported on.	Serial No.	Points reported on
1.	Name, parentage, caste and descriptive marks of bad character.		
2.	No in Surveillance Register and number and description of previous convictions.		
3.	Class of offences he commits.		
4.	Place to which alleged to have gone and for what purpose, with information as to his relations and associates in such places.		
5.	Date and hour at which he left his village and source information, i.e., whether the		

6.	Lambardar, or ascertained by a police officer. Date and hour of despatch of this report and whether sent by hand or by post.		
----	---	--	--

Signature
Designation
Date
FOIL.

REVERSE

Reference to subsequent reports received regarding this absence.

6.	Lambardar, or ascertained by a police officer. Date and hour of despatch of this report and whether sent by hand or by post.		
----	---	--	--

Signature with designation and date.



OF

Acknowledgment of receipt.

(To be torn off and returned immediately on receipt of report Bad character No. X absence report No. _____ of Police Station.
District _____ was received by me at _____ A.M., P.M. on the 20 . Inquiries are being made.

Signature, designation and date.

REVERSE OF COUNTERFOIL.

Report on conduct and movement of the bad character during his absence, specifying dates and hours of arrival at, and departure from, places visited, names and character of persons visited and object of visit.

FORM NO. 30.67(4)

POLICE STATION REGISTER NO. X-B-BAD CHARACTER ROLLS RECEIVED

1	2	3	4	5	6	7
No.	Number of bad character roll and date of receipt.	Police station from, which received.	Name, parentage and residence of suspect.	Details contained in roll received as to visit.	Date of return of roll with precis of reply.	Action taken if any such as entry in history sheets or personal files of confede-rates, etc.

FORM NO. 30.67(6)

POLICE DEPARTMENT.

_____DISTRICT.

BAD CHARACTER ROLL FOR PUBLICATION IN CRIMINAL INTELLIGENCE GAZETTE

The bad character

_____ whose description is given below has been absent from Conditionally released convict.

his home since _____. He is under police surveillance and it is likely that he will commit crime during his absence: -

I. Description -

Name _____, father's name _____, caste _____ village _____, police station _____.

Date of birth _____ height _____ feet _____ inches. _____ Build _____ complexion.

Character, mannerisms, special marks _____

II. Convictions on record -

- (1)
- (2)
- (3)
- (4)

III. Probable associates, relatives and resorts -

(Names of police stations and districts to be given in large type and underlined).

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)

IV. Form of crime to which addicted and modus operandi _____

Head of District Police.

FORM NO. 30.68(1)(A)

INDEX TO HISTORY SHEETS AND PERSONAL FILES, PART-I.

1	2	3	4	5	6	7
Serial No. of History Sheet and Personal File.	Name and father's name.	Village.	Date on which History Sheet was opened.	Whether History Sheet is in A or B Bundle or on Personal File.	Date on which History Sheet and Personal File were transferred to another Police Station or destroyed.	Initials of police officer of senior ranks ordering transfer or destruction of History Sheet and remarks.

FORM NO. 30.68(1)(B)

INDEX TO HISTORY SHEET AND PERSONAL FILES, PART – II.

1	2	3
Name and father's name	Village	Serial No. of History Sheet and Personal File

FORM NO. 30.70(1)

HISTORY SHEET

POLICE STATION _____ DISTRICT.

Name _____ alias _____, son of _____ Caste
_____, resident of _____, age _____:

Number of F.P. Slip (if prepared).

1	2	3	4
Serial Index No. in Register.	Date of entry.	Description.	Property and mode of earning livelihood.
			Property (Houses, shops, land, etc.). Means of livelihood (Trade, shop keeping, labour, cultivation, etc.)

Names and addresses of relation and connections dependent on him.

Name and addresses of associates.

In case the name has not been entered in Register No. X, column I will remain
blank.

Description of the crime to which believed to be addicted.

CONVICTIONS				
Serial No.	Name and residence of the complainant.	Reference to F.I.R. and name of Police Station.	Law or Section of Law.	Details of the convictions, with the dates of convictions and the names of courts deciding the cases.

Signature of the officer preparing the sheet with date.

PART-I

Written or oral suspicions.

Serial No.	Name and residence of the complainant.	Law and Section of the Law.	Reference to F.I.R. with date and name of the Police Station or F.I.R. of any other case.	Brief details of reasons leading to the suspicion or house search, e.g., track evidence, decision of panchayat, enmity with complainant, demand of illegal gratification or any other reason to be entered in full.

PART – II

Particulars of movements.

Every entry should be attested and dated by the officer making it.

Serial No.	Suspicious whether written or oral.	Information regarding the particulars of movements or general notes as given by the Station House Officer.	Remarks or orders by police officer of senior ranks duly authorized.

FORM NO. 30.75(1)(A)

POLICE STATION _____

_____ DISTRICT

POLICE STATION REGISTER NO. XII INFORMATION SHEETS DESPATCHED.

1	2	3	4	5	6	7	8	9
Date of issue.	Date of sheet.	Name of police station to which issued.	Name, parentage, caste and address of suspect.	Full description of suspect.	Details communicated in information sheet.	Date of return of sheet.	Action taken, such as preparation of personal file or history sheet, etc.	Reference of entry in Register No. 9 and offence under Chapter 17.

FORM NO. 30.75(2)

POLICE STATION _____ DISTRICT.

INFORMATION SHEET

No. _____

Dated _____

Information Sheet regarding _____ alias _____

Son of _____, caste _____, resident of village/mohalla
_____, Police Station _____, District _____, age
_____, height _____, Particular marks _____

other details _____.

Dated _____

Inspector,
Incharge of Police Station.

NOTE: - The reason for believing that the person named is a habitual offender or a suspected person, to be given on the lower half of the page and additional sheets to be attached, if necessary.

(This form is to be printed bilingual in triplicate for copying by the carbon process).

FORM NO. 30.75(6)(a)

POLICE STATION _____

_____ DISTRICT

POLICE STATION REGISTER NO. XII-A.

INFORMATION SHEETS RECEIVED

1	2	3	4	5	6	7	8
Date of receipt.	Date of sheet.	Name of police station from which received.	Name parentage, caste and address of suspect.	Full description of suspect.	Details communicated in information sheet.	Date of return of sheet.	Action taken such as preparation of personal files of history sheet, etc.

FORM NO. 30.75(6)(b)

LOOK-OUT NOTICE REGISTER

POLICE STATION _____

_____ DISTRICT

1	2	3	4	5	6	7	8
Serial No.	Serial No. of the look-out Notice with date.	Date of receipt in Police Station.	Name and Parentage of the person for whom look-out notice has been issued.	Address.	Description.	Subject.	Action directed by S. B.

FORM NO. 30.78(1)

PAIRVI REGISTER

1	2	3	4	5	6	7	8	9
Sl. No.	Year	Particulars of cases.	Date of despatch of challan with record Certificate No.	Date of submission of challan in court.	Date wise proceedings in court.	Reason of adjournment.	Name of Pairvi Officer on each date.	Result of case with date.

FORM NO. 30.78(2)

SEARCH SLIP REGISTER

1	2	3	4	5	6	7	8
Sl. No.	Year	Particulars of cases with section of law.	Particulars of accused with full address and Police Station.	Date of arrest.	Date of despatch of search slip with D.D. entry No.	Report of F.P.B. with date.	Action by S.H.O./ Moharrir

FORM NO. 30.79(A)

Police Station Register No. XVI, Part-I

LIST OF VILLAGE WATCHMEN

1	2	3	4	5	6	7	8	9	10	11	12	13
Serial No. of village according to the Index to Register No. IX.	Name of village.	Distance and direction from police station.	Number of watchmen sanctioned.	Name, parentage and cast of watchmen.	Residence.	Date of appointment.	Age when appointed.	Rate of pay.	Population of village.	Number of houses.	Day of week fixed for attendance at Police Station (Vide Rule 30.98, Police Rule).	REMARKS.

FORM NO. 30.79(B)

Police Station Register No. XVI, Part-II

LIST OF POLICE OFFICERS ATTACHED TO THE POLICE STATION

(Officers, Head Constables and Constables to be shown on separate pages)

1	2	3	4			5	6	7	8			9	10	11	12
Serial No.	Constabulary No.	Name.	RESIDENCE			Date of enlistment.	Date of posting to the Police Station.	Literate or illiterate.	DATES OF BEING SENT TO HEADQUARTERS FOR TRAINING			Date of transfer.	Where transfer to.	Reason of transfer.	REMARKS.
			Village.	Police Station.	District.				For the 1 st time.	For the 2 nd time.	For the 3 rd time.				

APPENDIX NO. 30.80(4)

POWERS AND DUTIES OF POLICE OFFICERS UNDER THE ARMS ORDINANCE, EXPLOSIVES ACT, PETROLEUM ACT, POISONS ACT AND SARAIS ACT

1. – (THE PAKISTAN ARMS ORDINANCE, 1965)

1. Since section 4 of the Ordinance requires a person who sells arms or ammunition lawfully possessed by him for his private use, to a person other than a person exempted under section 27 of the Ordinance, to give, without unnecessary delay, notice of sale with name and address of the purchaser, to the officer incharge of the nearest Police Station, it shall be the duty of such police officer to record such notice.

2. On receipt of such notice the police officer may make enquiries as to the correctness of the purchaser's name and address, if necessary obtain a report from the District Police Officer in which the purchaser lives.

3. Under section 7 of the Ordinance, any police officer may apprehend without warrant any person found carrying or conveying any arms, ammunition or military stores, whether covered by a licence or not in such manner or under such circumstances as to afford just grounds of suspicion that the same are being carried by him with intent to use them, or that the same may be used, for any unlawful purpose, and also take such arms, ammunition or military stores from him.

All persons so apprehended by, or persons apprehended by a person not being a Judicial or a police officer and delivered to, a police officer, and all arms and ammunition seized by or delivered to any such officer under this section, shall be taken without unnecessary delay before a court.

4. Under section 8 of the Ordinance, any police officer may disarm any person who is found going armed with any arms except under a licence and to the extent and in the manner permitted thereby.

5. An officer incharge of police station shall receive any arms, ammunition or military stores deposited by any person under the provisions of section 10 of the Ordinance and will act as laid down in paragraph 30.81, Police Rules, and after seven days if the owner has not obtained a licence authorizing him to possess them the arms, ammunition and military stores shall be forwarded to the headquarters of the district and kept in the Malkhana.

6. Under section 13 of the arms Ordinance, the police has powers to arrest, without a warrant, those persons who commit breach of sections 4, 5, 8 to 11 as given in the said section.

7. Under section 21 of the Ordinance, all police officers not below the rank of officer-in-charge of police station have been empowered to conduct searches by themselves or in their presence.

8. Under section 21 of the Ordinance, all police officers of rank not below that of officer incharge of a police station have been appointed by virtue of their office to conduct searches for offences punishable under the Ordinance.

CONTROLL OF NARCOTICS SUBSTANCES ACTS

Control of Narcotic Substances Act was promulgated in 1997 and it repealed the Dangerous Drugs Act-1930. Narcotics has its separate force Created by Anti-Narcotics Force Act 1997, for implementation of its provision Section 4 of the Act prohibits the cultivation of cannabis plant, coca bush, opium poppy or gather any portion of a cannabis

plant, Section 3 prescribes Punishment for offence which is punishable with imprisonment which may extend to seven years or with fine or with both while Section 6 prohibits the possessions of narcotics, Section 7 prohibits the import and export of narcotics drugs etc and Section 8 prohibits the trafficking or financing the trafficking of narcotic drugs etc Section 9 provides punishment for violation of 6,7 and 8 of the Act which may extend to two years or with fine or with both if the quantity of narcotics drug is one hundred grams or less. It may extend to 7 years and shall also be liable to fine if the quantity exceeds one hundred grams but does not exceed one kilo gram. It is punishable with death or transportation for life or imprisonment for a term which may extend to fourteen years and shall also be liable to fine which may be upto one million rupees if the quantity of narcotics drug exceeds the limits specified in clause.(b)

Provided that if the quantity exceeds ten kilogram, the punishment shall not be less than imprisonment for life.

Under section 20, the special court may issue search warrant for the arrest of any person which it has reason to believe to have committed an offence Punishable under this Act or for search whether by day or night of any building, place, premises or conveyance in which it has reason to believe that any narcotic drug etc has been kept or concealed. The officer to whom a search warrant has been issued shall have the powers of officer acting under section 21.

Section.21 of the Act empowers any officer not below the rank of sub-Inspector of Police or equivalent authorized officer in this behalf by the Federal Government or Provincial Government who from his personal knowledge or from the information given to him by any person is of opinion that any narcotic drug etc in respect of which an offence punishable under this Act has been committed, is kept or concealed in any building, place, premises or conveyance and a warrant for arrest or search cannot be obtained against such person without affording him an opportunity for the concealment of evidence or facility for his escape, such officer may,

- (a) Enter any building, place, premises or conveyance,
- (b) Break open any door and remove any other obstacles to such entry in case of resistance,

(c) Seize such Narcotics drug etc and other material used in manufacture thereof and any other article which he has reason to believe to be liable to confiscation under this Act,

(d) Detain, search and if he thinks proper, arrest any person whom he has reason to believe to have committed an offence punishable under this Act. The officer shall record the grounds and basis of his information before or immediately after any action taken and send a copy thereof to his immediate superior officer.

Section.22 gives powers to any authorized person to seize in any public place or in transit any narcotic drug etc which he has reason to believe may furnish evidence of the commission of the offence punishable under this Act. He may detain and search person whom he has reason to believe to have committed an offence punishable under this Act and has any narcotic drug etc in his possession, he may arrest him.

Section 23 provides powers to stop and search any conveyance by an officer referred to u/s 19 of the Act.

The offence shall be trial by special court. Section 51 provide for bail provision. Not- withstanding any thing contained in section 496 and section 497 of the cod of Criminal Procedure, bail shall not be granted to accused person charged with an offence under this Act or under any other law relating to narcotics when the offence is punishable with death

In cases of other offences punishable under this Act, bail shall not be normally granted unless the court is of the opinion that it is a fit case for grant of bail and he may release him against the security of a substantial amount.

III. –The Explosive Act, IV of 1884.

1. Under rule 106 of the rules made under section 7 of the Explosives Act, IV of 1884, promulgated by the Government notification No. M-1217, dated the 30th November 1940, all police officers of the rank not below that of Sub-Inspector are authorized with in their respective areas to enter, inspect and examine the licensee's premises, check the stores with the Stock and Sale Register and report the result of such inspection to the District Police Officer.

2. They are also authorized to search any place in which an explosive has been or is being manufactured, possessed, used or sold illegally and to seize, detain and remove any such explosive found therein. All such searches shall forth will be reported to the District Police Officer, by wireless, fax or e-mail, if necessary.

3. They may take samples of the explosive found therein on payment of the value thereof, if such payment is demanded at the time.

4. The shops, premises, and stocks of all licensed manufacturers and dealers shall be inspected once a month by an Inspectors of police and once in every quarter by the Gazetted officers in supervisory charge of the Illaqa in which the premises are situated. At least one inspection in each year shall be performed by the District Police Officer.

Surprise visits to these places shall also be made by the police officers especially on the eve of festivals when stocks of fire-works are likely to exceed the limit prescribed in license.

(5) Section 13 of the Act empowers any police officer to arrest, without a warrant any person who is found committing any act punishable under the Act, which tends to cause explosion on fire in or about any place where explosive is manufactured or stored, etc.

IV. – The petroleum Act, XXX of 1934.

Under Section 13, all police officers of or above the rank of Inspector of police have been authorized by virtue of their office to enter any place where petroleum is being imported, stored, produced, refined or blended, or is under transport and inspect all receptacles, plant and appliances used in connection with petroleum in order to ascertain if they are in accordance with the provisions of Chapter-I of this Act and the Rules made there under; within the respective areas over which their authority extends.

Under section 14, all police officers mentioned in the above paragraph may enter any place where petroleum is being imported, transported, stored, produced, refined or blended and inspect and take samples for testing of any petroleum found therein, within the respective areas over which their authority extends.

Under section 26, all police officers of rank not below that of Sub-Inspector in the respective areas over which their authority extends have been authorized by virtue of their office to enter and search any place where he has reason to believe that any petroleum is being imported, transported, stored, produced, refined or blended otherwise than in accordance with the provisions of this Act and the rules made there under, and to seize detain or remove any or all of the petroleum in respect of which in his opinion an offence under this Act has been committed. The searches under this Act shall be made according to the Code of Criminal Procedure, 1898, so far as they are applicable.

V. – The Poisons Act, XII of 1919.

Under rule XII of the Rules framed under section 2 of the Act a police officer of or above the rank of Sub-Inspector may at any time visit and inspect the premises of a

license-holder where poison is kept for sale and may inspect all poisons found therein and the registers of sale of poisons and stock of poisons maintained under rules X and XI.

VI. – The Sarais Act, XXII of 1867.

Since under rule 2 of the Rules framed under section 13 of this Act, the competent authority may refuse to accept as the keeper of a Sarai any person who does not produce a certificate signed by the officer incharge of the police station in whose jurisdiction the Sarai is situated, to the effect that, to the best of his belief, the applicant's character is not such as to preclude his being permitted to keep a Sarai, it shall be the duty of the officer incharge of the police station to verify and furnish a certificate accordingly.

On being authorized by the competent authority under section 7(2) of the Act, any police officer not less in rank than a Sub-Inspector may visit and inspect at any time of the day or night any Sarai so registered or any part thereof.

FORM NO. 30.80(a)(1)

(FORM. E)

_____ District.

REGISTER OF LICENSES TO MANUFACTURE, CONVERT, SELL OR KEEP FOR SALE ARMS, AMMUNITION OR MILITARY STORES

1	2	3	4	5	6	7				8	9
Tehsil.	Number.	Name of Licensee.	Father's name, caste and residence.	Place of business.	Date.	INSPECTION BY				Head of District Police.	REMARKS.
						Assistant/Deputy Superintendent or Inspector of Police.					
						1 st .	2 nd .	3 rd .	4 th .		

FORM NO. 30.80(a)(2)

(FORM F.)

Is the same as Form E., except that in heading for, “licensed to manufacture, “ &c.
read “licenses to keep and sell.”

FORM NO. 30.80(a)(3)

(FORM G.)

REGISTER OF LICENSE TO POSSESS ARMS, AMMUNITION OR MILITARY STORES

DISTRICT _____

1	2	3	4	5	6	7	8	9	10
Tehsil.	No.	Date.	Name of license holder.	Father's name, caste, etc.	Residence.	Number and description of weapons.	Place where arms are to be kept.	Terms for which license is valid.	Remarks, including result of verification.

FORM NO. 30.80(a)(4)

(FORM H.)

REGISTER OF LICENSES TO POSSESS ARMS AND AMMUNITION AND TO GO ARMED FOR THE PURPOSES OF SPORT, PROTECTION OR DISPLAY

(A SEPARATE PART OF REGISTER TO BE RESERVED FOR EACH DESCRIPTION OF WEAPON, i.e., SHOT GUN, RIFLES, REVOLVERS, SWORDS, ETC.), THE REGISTER TO BE PERMANENT

1	2	3	4	5	6	7	8	9	10
Serial No.	Tehsil.	Number and description of weapon.	Name of license holder.	Father's name, caste, etc.	Residence.	Number and date of license.	Period for which license is available.	Date of renewal of license.	Remarks: - Action taken when license expires, loss of weapon licensed, sale, etc., etc.

FORM NO. 30.50(a)(5)

(FORM I.)

**REGISTER OF LICENSES GRANTED UNDER RULES 35 AND 36 TO POSSESS
ARMS AND AMMUNITION AND TO GO ARMED FOR THE PURPOSE OF
DESTROYING WILD ANIMALS, WHICH DO INJURY TO HUMAN BEINGS,
CATTLE OR CROPS IN _____ DISTRICT**

1	2	3	4	5	6	7	8	9	10					11
Tehsil	Form and No.	Date	Name of license-holder	Father's name and caste	Residence	Place for which license is valid	Weapon	Date of expiry of license	INSPECTION BY MAGISTRATE OF WEAPON ON LICENSE					REMARKS
									1 st year	2 nd year	3 rd year	4 th year	5 th year	

FORM NO. 30.80(a)(6)

(FORM J.)

_____District.

REGISTER LICENSES TO POSSESS ARMS AND AMMUNITION FOR MILITARY STORES, IN A DISTRICT, WHICH HAS NOT BEEN DISARMED

- Columns I – 7. – The first seven columns as in Form “E”.
- Column 8. – Place where the arms are to be kept.
- Column 9. – Term for which license is valid.
- Column 10. –Remarks.

FORM NO. 30.80(1)(B)

POLICE DEPARTMENT.

_____DISTRICT.

REGISTER OF LICENSES GRANTED UNDER EXCISE ACT FOR VEND IN THE POLICE STATION

1	2	3	4	5	6	7	8		9
Serial No.	No. of license.	Name and address of License holder.	Locality of shop.	Articles which the licensee is authorized to stock and sell.	Whether licensed to sell wholesale or by retail.	Amount of license fee for the year.	Period within which license is valid.		REMARKS
							From	To	

FORM NO. 30.80(1)(C)

POLICE DEPARTMENT.

_____DISTRICT.

District _____

REGISTER OF LICENSES TO MANUFACTURE, POSSESS AND SELL EXPLOSIVE IN THE

Police Station _____

1	2	3	4	5	6	7		8	9
Serial No.	Name, parentage and place of residence of licensee.	Place of business, factor or shop.	Maximum quantity of explosives to be possessed at any one time.	Description and quantity of explosives to be manufactured during the year,	Description and quantity of explosives to be possessed and sold during the year,	PERIOD FOR WHICH LICENSE IS VALID		Date of inspection made by police officers of and above the rank of Sub-Inspector.	REMARKS.
						From	To		

FORM NO. 30.80(1)(D)

POLICE DEPARTMENT.

_____DISTRICT

REGISTER OF LICENSES TO POSSESS PETROLEUM UNDER THE PETROLEUM ACT

1	2	3	4	5	6		7		8
No. of license.	Object of license.	Name and address of licensee.	Description and quantity of petroleum to be possessed.	Place and full details of storage shed.	PERIOD FOR WHICH LICENSE IS VALID.		INSPECTION.		REMARKS.
					From	To	Date.	By whom.	

FORM NO. 30.80(1)(E)

POLICE DEPARTMENT.

_____DISTRICT

REGISTER OF LICENSES UNDER THE POISONS ACT, NO. 1 OF 1904

1	2	3	4	5		6		7
No. of license.	Name and address of licensee.	Place of business.	Description of poisons to be possessed.	PERIOD FOR WHICH LICENSE IS VALID		INSPECTION		REMARKS
				From.	To	Date.	By whom.	

FORM NO. 30.80(1)(F)

POLICE DEPARTMENT.

_____DISTRICT

REGISTER OF SARAI, HOTELS AND MOTELS

1	2	3	4	5	6	7	8
Serial No.	Name and parentage of keeper of Sarai/Hotel/Motel.	Residence.	Name of Sarai/Hotel/Motel.	Situation of Sarai/Hotel/Motel.	Date of registration.	Date of entry in this register.	Remarks.

FORM NO. 30.81(1)

POLICE STATION _____ DISTRICT _____

POLICE REGISTER No. XVIII

Receipts for arms, ammunition or military stores deposited in the above Police Station under the Arm Ordinance, 1965.

Serial No. _____

Date _____

Nature of arms, ammunition or military stores and condition in which received.

Name, father's name and address of depositor.

I certify that I have received the above-mentioned articles and have deposited them in the station store-room after labelling them. The articles will be forwarded to headquarters if the owner has not obtained a license to possess them within seven days from date.

(Signature) _____

Station Clerk.

FORM NO. 30.82

POLICE STATION _____

_____DISTRICT

REGISTER NO. XIX. – STORE-ROOM REGISTER (PART I)

Column 1. – Serial No.

2. –No. of first information report (if any), from whom taken (if taken from a person), and from what place.
3. –Date of deposit and name of depositor.
4. –Description of property.
5. –Reference to report asking for order regarding disposal of property.
6. –How disposed of and date.
7. –Signature of recipient (including person by whom despatched).
8. –Remarks.

(To be prepared on a quarter sheet of plain paper).

FORM NO. 30.89(1)

POLICE STATION.

DISTRICT.

REGISTER NO. XXVI OF NON-COGNIZABLE OFFENCES

1	2	3	4	5	6	7
Annual serial number.	Name and address of the informant.	Number of daily diary report.	Date of entry in this register.	Copy of the daily diary report.	Order of the court. If any.	Action taken on the orders of the court.

FORM NO. 30.93(A)

POLICE STATION.

DISTRICT.

REGISTER OF TERRORISTS

1	2	3	4	5	6	7	8	9
Serial No.	Name and address of the accused.	NIC No.	Names and addresses of co-suspects.	Particulars of cases/case in which arrested.	Date of arrest.	<u>Convicted</u> <u>Acquitted</u> with date and name of the court.	REMARKS.	Places from where arrested & property recovered, if any. Addresses of persons who stood bail.

FORM NO. 30.93(B)

POLICE STATION.

DISTRICT.

REGISTER OF HIJACKERS

1	2	3	4	5	6	7	8	9
Serial No.	Name and address of the accused.	NIC No.	Names and addresses of co-suspects.	Particulars of cases/case in which arrested.	Date of arrest.	<u>Convicted</u> <u>Acquitted</u> with date and name of the court.	REMARKS.	Places from where arrested & property recovered, if any. Addresses of persons who stood bail.

FORM NO. 30.93(C)

POLICE STATION.

DISTRICT.

REGISTER OF CHILD LIFTERS

1	2	3	4	5	6	7	8	9
Serial No.	Name and address of the accused.	NIC No.	Names and addresses of co-suspects.	Particulars of cases/case in which arrested.	Date of arrest.	<u>Convicted</u> <u>Acquitted</u> with date and name of the court.	REMARKS.	Places from where arrested & property recovered, if any. Addresses of persons who stood bail.

FORM NO. 30.94

POLICE STATION.

DISTRICT.

RELIGIOUS INSTITUTIONS AND RELIGIOUS LEADERS

1	2	3	4	5	6	7	8	9
Serial No.	Name of religious institution and address.	Name of religious sect.	Number of students.	Names of religious leaders organizing such institution.	Particulars of cases in which involved, if any.	<u>Convicted.</u> <u>Acquitted.</u> Pending.	Date of decision with name of court.	REMARKS.

FORM NO. 30.95

POLICE STATION.

DISTRICT.

WANDERING CRIMINALS

1	2	3	4	5	6	7	8
Serial No.	Name and address of criminal.	NIC No.	Date of arrest, if any.	Particulars of case in which involved.	<u>Convicted</u> <u>Acquitted</u> <u>Pending</u>	Date of decision with name of court.	REMARKS.

FORM NO. 30.96(A)

POLICE STATION.

DISTRICT.

POLICE MARTYRS

1	2	3	4	5	6	7
Serial No.	Name, rank, number and address of police martyr.	Particulars of case.	Date of death.	Details of dependents.	Date of visits by police station staff to enquire welfare.	Remarks with problems faced by them and action taken by local police.

FORM NO. 30.96(B)

POLICE STATION.

DISTRICT.

POLICE PENSIONERS

1	2	3	4	5	6
Serial No.	Name, rank, number and address of police pensioner.	Date of retirement.	Whether receiving pension regularly.	Visits made by police staff to enquire welfare.	Problem being faced and action taken by local police.

FORM NO. 30.99(1)(a)

POLICE DEPARTMENT

_____ DISTRICT

DESCRIPTIVE ROLLS OF UNIDENTIFIED PERSONS FOUND DEAD

1	2	3	4	5		6					7	8	9
Annual Serial No.	District.	Name, parentage and residence of informant.	Date on which found.	Village.	Police Station.	Sex.	Apparent age.	Height.	Complexion.	Particular marks.	Detail of property found.	Circumstances under which found and particulars likely to afford a clue to the identity of the deceased.	REMARKS.

(Standard Form).

Dated _____ }
 The _____ 20 . }

Head of District Police.

FORM NO. 30.99(1)(b)

POLICE DEPARTMENT

_____ DISTRICT

LIST OF PERSONS LOST OR MISSING

1	2	3	4	5	6	7	8	9	10	11	12	13
Annual Serial No.	District.	Name of informant and his relation to the person missing.	Name of Police Station, name and village of person missing.	Parentage.	Caste.	RESIS- ENCE.	Date of disappearance.	Place from which missing.	Description.	Circumstances of disappearance.	Detail of property which the missing person took with him or which was worn by him when last seen.	REMARKS.
						Village Railway Station. District.						

(Standard Form)

Dated _____ }
The _____ 20 . }

Head of District Police.

FORM NO. 30.99(1)(c)

POLICE DEPARTMENT

_____ DISTRICT

PROPERTY LIST OF UNCLAIMED _____ CATTLE

1	2	3	4		5	6	7	8
Annual Serial No.	District.	Name, parentage and residence of person from whom recovered or by whom deposited.	PLACE OF RECOVERY		Date of recovery.	Circumstances under which recovered and particulars likely to afford clue to the owner.	List of _____ with full article _____ cattle Full description and value.	REMARKS.
			Village.	Police Station.				

(Standard Form)

Dated _____ }
The _____ 20 . }

Head of District Police.

FORM NO. 30.99(1)(d)

POLICE DEPARTMENT _____

DISTRICT _____

PROPERTY LOST LIST OF _____ OR STOLEN CATTLE STRAYED

1	2	3	4	5	6	7	8	9
Annual Serial No.	District.	Name of Police Station and No. and date of first information report, if any, with description of offence.	Date of loss or theft.	Name, parentage and complainant.. residence of _____ owner	Description and value of Property lost _____ or stolen. Cattle strayed	Brief particulars of the case and circumstances likely in any way to afford a clue to the property _____ or the thief. cattle	Reward offered.	REMARKS.

(Standard Form)

Dated _____ }
The _____ 20 . }

Head of District Police.

Chapter No. XXXI

Prevention of Offences

31.1 **Principles of the criminal law and police organization:** - The criminal law of Pakistan and the police organization, which is based upon it, are both founded on the principle that public order depends essentially upon the responsibility of every member of the community, within the law, to prevent offences and to arrest offenders. The police organization is set up to enforce, control and assist this general responsibility. This fundamental principle must be thoroughly understood and borne constantly in mind by police officers of all ranks, but more especially by police officers of senior ranks.

31.2 **Confidence and cooperation of the public:** - The idea to be aimed at in respect of relations with the public is that every police officer, of whatever rank, should be regarded by every law-abiding person as a wise and impartial friend and a protector against injury to his person and property. In proportion as this idea is approached, the police will receive the information and assistance which they need, in order to combat crime successfully. When confidence and co-operation are lacking, private persons and village officials resort to connivance at crime and to seeking redress for their own losses through collusion with criminals. In such a situation the police are isolated in their efforts to prevent and detect offences without any reasonable measure of success.

31.3 **Responsibility of Head of District Police, and officers of senior ranks:** -
(1) Proper relations between the police and the public in a district depend primarily

upon the personal attitude of the Head of District Police, officers of senior ranks and the examples set by the officer incharge of a police station and enforced upon subordinates.

(2) Important duties of a Head of District Police include a good knowledge of the people of his district and of the activities of his subordinates. which can only be gained by personal accessibility, activity in touring, thorough and intelligent supervision and a sympathetic interest in the affairs of the district and the facts and difficulties of the work of his own men. He must inspire confidence in his subordinates as well as in the public. While alert to check highhandedness, dishonesty and other abuses by his subordinates, he must be as accessible to them as to non-officials, and ready at all times to help them in their difficulties and support them against the evil influences which they have to face.

(3) Officers of senior ranks and supervisory officers should ensure direct access to themselves unimpeded by their subordinates and must be ready to give a patient hearing to all complaints and grievances, but must avoid creating any impression of spying, which would destroy the confidence and undermine the authority of their officers.

31.4 Headmen and village watchmen: -(1) Head of District Police is empowered under Article 133 of the Police Order 2002 to exercise authority and control over village watchmen or village police officers.

(2) The rules regarding the appointment, dismissal, powers, duties and responsibilities of watchmen are framed by the Government. Provincial Police Officers may from time to time make recommendations to the Government for making amendments and additions in these rules with regard to duties and responsibilities of village watchmen/Local representative or village police officers for reporting crime to the

police stations as well as assisting local police in the efficient discharge of their duties. The control of crime especially in rural areas depends largely on the implementation of the Punjab Laws Act. (Adopted by Khyber Pukhtoon Khwa)

(3) While the headmen and watchmen/Local representative/village/Police officer have many duties besides those connected with the suppression of crime, capacity to assist the criminal administration is one of the factors considered in making their appointments, and failure in this duty is a ground for their removal from office or forfeiture of emoluments. In the case of headmen/Local representative definite duties in respect of reporting and preventing offences are prescribed by the Criminal Procedure Code, and the Land Revenue Rules require them to attend the call of all officers having jurisdiction in the estate in which they are appointed, to assist all Government officials in the execution of their public duties; to supply information; to assist, if so ordered by the Executive District Officer Revenue, in the provision on payment of supplies or transport to Government officers on duty, and generally to represent the people of their estates in their relations with Government.

(4) The village watchmen, or chaukidar, are a village servant or local representative whose primary duty is the watch and ward of the village. He is required to carry reports for the headman, to assist him in tracing offenders and to make arrests as authorized by law.

(5) It is the duty of the police officers of senior ranks to take particular note of the work of headmen. These officials should be encouraged in the performance of their duties and suitably rewarded when they do well; serious and persistent neglect of duty should be brought to the notice of the Head of District Police. In the periodical inspections of police

stations mention should always be made of the degree of assistance received by the police from these village officials, and of particular meritorious work or noteworthy dereliction of duty on the part of these individuals. Police officers of senior ranks may also appropriately make notes in the police station minute book (register No. 13) and in part IV of Village Crime Note Book regarding particular headmen and watchmen/local representative

(6) Chaukidars are also the agency for the reporting of all noteworthy occurrences in the rural areas. For the purpose of reporting such information they attend the police station within the jurisdiction of which their villages are situated at certain appointed times, and these occasions are made use of to disseminate matters of information and orders connected with the preventive and detective duties of the village officers.

31.5 Duties of police under local and special laws: -(1) Many important and most frequently exercised functions of the police are derived from local and special laws. In some cases, powers so derived have been specially referred to in different chapters of these rules, but irrespective of such references, a knowledge of the provisions of all local and special laws, more or less comprehensive according to the duties of his rank, is required of every trained police officer.

(2) The administration of the Prohibition (Enforcement of Hadd) order 1979, in cooperation with officials of the Excise Department, is one of the most important of the duties of the police. Under this Order, all police officers of and above the rank of Head Constable are invested with the powers of excise officers 1st class, and all Constables with those of excise officers, 3rd class.

(3) The Arms Ordinance 1965, contains cognizable offences and imposes important duties on the police in connection with the inspection of licenses.

(4) The Hackney Carriage Act, Motor Vehicle Ordinance, Prevention of Cruelty to Animals Act empower police to take action against the offenders.

(5) Certain sections of the Pakistan Extradition Act 1972 govern the dealings of the police in respect of criminals with other sovereign States.

(6) Besides many other local and special laws give powers or impose duties on the police in respect of arrests, custody, search and inspections in relations to particular classes of offences

31.6 Absconders and harbourers: -(1) A vital factor in both the detection and prevention of crime is the execution of the law in respect of absconding and harbouring of criminals. The provisions of the law are adequate to prevent both these offences but their proper and comprehensive administration demands the constant attention of supervising police officers. The absence or prevalence of offences of absconding and harbouring are among the acid (litmus) tests of the efficiency of the criminal administration. Instructions as to obtaining and execution of warrants when persons, whose arrest is required and are not immediately found, are contained in rule 32.3.

(2) Under section 87, Code of Criminal Procedure, any court may at any time issue a proclamation against a person for whose arrest that court has issued a warrant. All that is required is that the court should be satisfied, not necessarily by evidence, that the said person “has absconded or is concealing himself so that such warrant cannot be executed”. The court may further at any time after proclamation “order the attachment of any

property; moveable or immoveable, or both, belonging to the proclaimed person”. The period of thirty days mentioned in section 87, Code of Criminal Procedure, is that within which the absconder is called upon to surrender; it imposes no delay on the issue of a proclamation under section 87 Code of Criminal Procedure. Section 216 of Pakistan Penal Code renders liable to penalties any one who gives to the person proclaimed any assistance as described in section 52-A, Pakistan Penal Code.

(3) The action prescribed in rule 32.3 for obtaining a warrant of arrest shall be taken by the police immediately when they have grounds for making such arrest. Every reasonable effort to execute such warrant shall then be made. If such efforts fail, the court which issued the warrant must be satisfied that the warrant cannot be executed; evidence of the guilt of the wanted man in the offence under investigation is not required. When a proclamation order has been obtained, the police are bound to publish that order as required by section 87 (2) Code of Criminal Procedure. Immediately after this has been done, the requirements of section 87(3) Code of Criminal Procedure, shall be complied with. Thereupon, the person wanted becomes a “proclaimed offender” and the rules in Chapter XXXI regarding the entry of such person’s name on the surveillance register, list of proclaimed offenders, notices to village headmen and watchmen of all places where he has connections or which he is likely to visit shall be forthwith complied with. Any default on the part of village headmen or watchman to arrest and provide information about proclaimed offenders is punishable under section 42 of the Punjab Laws Act, 1872.

(4) The procedure of search under warrant and proclamation shall be carried out in every case in which a wanted person cannot be immediately arrested without warrant by the investigating officer. Discretion may be exercised by both the police and court

whether to proceed with attachment of property under section 88, Code of Criminal Procedure. In every case, where there is danger of more crime resulting from an absconder remaining at large an attachment order shall be immediately applied for. The police are not authorized to carry out attachment, but it is the duty of the district prosecution branch to see that the necessary orders are issued from the court without any delay, and of the officer conducting the investigation to take steps to prevent the improper alienation of attachable property by fictitious mortgage or sale. For this purpose lists of such property should be made, as part of the investigation, and attached to the police file of the case, and the village headman/local representative concerned should be directed to report any attempt at alienation or removal pending the issue of attachment orders. The lists of property prepared by the investigating officer, attested by competent witnesses, should be put into court with the application for an attachment order.

(5) To prevent harbouring, without which no absconder can remain at large, thorough publicity in regard to the issue of a warrant and subsequent proclamation order is essential. If this aspect receives proper attention, the defence of ignorance would be denied to the person who can be proved to have rendered any sort of assistance to an absconder.

31.7 Procedure when person is proclaimed an offender: -(1) Immediately proceedings under section 87, Criminal Procedure Code, have been taken, intimation shall be sent by the concerned investigating officer to the concerned police station. Such intimation shall be sent through the Legal Branch and Head of District Police concerned, if the person proclaimed is a resident of another district. The primary responsibility for

securing the arrest of such offender rests with the police of the station in which he is a resident. Immediately on receipt of intimation of proclamation of a resident of the police station jurisdiction a history sheet shall be opened, particulars being ascertained from the police station, which has instituted proclamation proceedings, if necessary, and the offender's name shall be entered in Part I of the surveillance register.

(2) Thereupon intimation in Form 31.7(2) shall be sent to the headmen and watchmen/local elected representative of the village of which the proclaimed offender is a resident, and intimation in the same form shall be sent separately, and through the police stations concerned, to the headmen and watchmen/Local elected representative of all villages where the proclaimed offender is known to have relatives or friends whom he is likely to visit. When the offender is a resident of police station other than that in which he is proclaimed, the officer in charge of the latter police station shall immediately furnish the police station of the offender's residence with all available information for the completion of his history sheet and issue of notices.

(3) Whenever a proclaimed offender is arrested, intimation shall be sent direct to the officer incharge of police station of which he was resident. On receipt of such intimation a note shall be made in the surveillance register of the date and place of arrest, and his name shall be struck from the register, and intimation issued respecting him shall be withdrawn and his history sheet submitted for orders of disposal.

(4) When an accused on bail absconds the prosecutor shall place before the courts request for the forfeiture of the bail bond, for the proclamation under section 87 of the Code of Criminal Procedure and for attachment of his property under section 88 of the Code of Criminal Procedure. Intimation of such proceedings shall be sent by the

prosecutor to the officer incharge of the concerned police station who shall add his name in the list of proclaimed offenders and take action in accordance with Police Rules 31.7(1)(2) and (3).

31.8 Patrolling: -(1) The officers incharge of police stations, sub-inspectors and assistant sub-inspectors at those stations shall move about in their jurisdictions freely in villages/ beats. They shall visit every village/ beat occasionally but shall pay special attention to villages/ beats where crime has occurred, or where registered bad characters and suspects, whose history sheets are on record, live. On such visits they shall add to their local knowledge, information of importance; become known to the people, collecting information, and check the proper performance of duties by headmen, watchmen/local representative and prominent citizens in relation to crime.

(2) Information regarding the mode of livelihood of bad characters shall be obtained mainly by personal visits and enquiry, but police officers of junior ranks from time to time, be sent to villages with definite orders to ascertain whether certain specified bad characters are present or not, and trace the whereabouts of proclaimed offenders or absconders.

(3) Police officers shall visit serais, ferries, camping-grounds, motor vehicles stands and other places of public resort for the purpose of collecting information, maintaining order or other policing purposes.

31.9 Co-operation with railway police: -(1) Where possible, a constable in plain clothes shall be deputed from the police station to each Pakistan Railway Police Station within its jurisdiction to meet all trains which halt there and to keep a look out for bad

characters and suspicious persons. Constables who have special knowledge of local bad characters shall be selected for this duty.

(2) Particulars regarding any known or suspected bad character observed taking a ticket or travelling in a train shall be reported to the Pakistan Railway Police Station, if any are on the platform and also to the travelling constables.

(3) Any information received from the Pakistan railway police regarding bad characters or suspicious persons alighting from a train shall be communicated to the officer incharge of the police station.

(4) An officer incharge of a police station may be called upon to render assistance to the Railway Police. In such a case, the officer incharge of a police station shall act in the same manners as he acts within his own jurisdiction for the maintenance of Public Order, for the arrest of offenders and for recovery of persons and property (sub section 7 of section 9 of Pakistan Railway Police Act 1977).

31.10 Patrolling by villagers: -(1) The organization of “thikri pahra” and nakabandi, whether under the provisions of the Village Patrol Act (VIII of 1918) or on a voluntary basis, is one of the most important duties of the officer in charge of a police station. Such an organization should be carefully planned, with the object of providing the best protection against criminals and securing that duties are allotted fairly and with as little inconvenience to the individuals as possible. Areas or locations of patrols and picquets should be carefully selected and the available strength of police should be deployed to the best advantage for assisting and supervising parties of villages. Village officials should be encouraged to participate actively in this duty; their responsibilities

should be insisted upon, and co-operation should be promptly rewarded. Police officers of senior ranks and officer's incharge of police station are required to take a close personal interest in this branch of preventive action.

(2) Thikri pahra and nakabandi shall on no account be regarded as a matter of routine. The former can be enforced under the Act if necessary, but both systems are better worked on a voluntary basis, through the good will of the communities concerned. These services should be demanded temporarily and for special purposes only during increase of crime.

31.11 Patrolling in urban areas: - Patrolling in urban areas shall be conducted keeping SoPs prepared by District Police Officer for time being enforce.

31.12 Hue and cry notices: -(1) Where it is required to have a search made for an absconding suspect, or to issue warnings for precautions to be taken against a particular type of offence or particular individuals, the officer incharge of a police station or the investigating officer shall, in addition to such action as may be taken in accordance with rule 32.3 issue a hue and cry notice in Form 31.12(1). The officer who decides to issue such a notice shall personally complete the original form, recording all descriptive and other information, which may assist the recipients of the form to take effective action, paying particular attention to the specification of the routes and places to be watched. He shall cause the original form to be conveyed as speedily as possible to the police station, with precise instructions as to where copies are to be sent after the necessary entry has been made in Register No. IV. Hue and cry notices shall not be broadcast

indiscriminately but shall be sent with the utmost despatch to those places, whether within or outside the jurisdiction of issue, where special action is required. In all cases, when an absconder is likely to travel by railway, copies of hue and cry notices shall be sent to the railway police stations and outposts concerned.

(2) A copy of every hue and cry notice of an absconder shall also be sent to the office of the Head of District Police, in order that an entry may be made in the district register of absconders (rule 33.6(8) and that, if the District Police Officer or Head of the District Legal unit thinks fit, copies may be sent to other districts or to the Investigation Branch in the district.

(3) In cases where the absconder is known to have associates, relatives, or resorts in two or more districts and when the offender is not immediately arrested, a notice in Form 31.12(1) shall be sent to the Head of the Investigation Branch in the Province, for publication in the Criminal Intelligence Gazette. In cases where a reward is offered the amount should be stated on the form.

(4) Officers incharge of police stations receiving hue and cry notices shall take immediate action, as the circumstances of each case may indicate to be necessary.

(5) Care shall be taken that, whenever the necessity for action asked for in a hue and cry notice ceases to operate, a notice of cancellation shall be issued to all to whom the original notice was sent.

31.13 Dissemination of intelligence of serious offences: -(1) In case of murder by dacoits or robbers, drugging with intend to rob, dacoity, serious robbery, serious offences involving interference with the working of the railway or other vital installations and acts

of terrorism when the culprits are not immediately apprehended, the officer incharge of the police station shall send written notices, or telephone or telegraph or wireless messages or through available means like fax, e-mails etc. to neighbouring police stations and to such other police stations as are concerned, whether in the same district or not, giving all particulars likely to afford a clue to the offenders. He shall also arrange for the dissemination of such intelligence throughout his jurisdiction.

(2) In order that this rule, and rule 31.12 above, shall be promptly complied with, officers incharge of police stations shall have ready a system by which intelligence can be quickly disseminated. They shall use for this purpose any telephone, telegraph or wireless system the visits of chaukidars and other persons to police stations, the post office and any other existing local means like fax, e-mails etc.

31.14 Revision of list of proclaimed offenders: -(1) Every Head of District Police shall carefully revise the list of proclaimed offenders periodically and omit therefrom, after consultations of the Head of the legal unit of police with the Ilaqa judicial magistrate in which such person was proclaimed, the names of persons accused of trivial offences or concerned in cases where, from lapse of time, no sufficient evidence is on record or is procurable.

(2) Due intimation of such omission shall be sent to the officer incharge of the police station concerned; intimation shall also be sent to the Head of the Investigation Branch in the Province in those cases in which intimation of proclaimed offenders was given, or in which a notice was issued in the Criminal Intelligence Gazette.

31.15 List of proclaimed offenders at police stations: -(1) A list shall be displayed in the office of each police station, and a duplicate thereof at a conspicuous place on the police station notice board, of all proclaimed offenders whose names have been entered under rule 30.62(1) in the surveillance register.

(2) Every police officer shall be acquainted as soon as possible after joining a police station, in the names, descriptions and likely resorts of all proclaimed offenders included in the lists prescribed above. Police officers shall be frequently tested by officers in charge of police stations and inspecting officers in their knowledge of proclaimed offenders and shall be required at all times, when moving about the jurisdiction, themselves to obtain all possible information which may facilitate the arrest of such offenders and to inform the public of the proclamation of arrest, and of any reward offered, and warn them about the penalties of harbouring such offenders.

31.16 Proceedings under section 110, Criminal Procedure Code or Habitual Offenders Act V of 1918: - When the history sheet of a bad character furnishes sufficient material, a report shall be prepared in Form 31.16 with a view to his being called upon to furnish security under section 110, Code of Criminal Procedure, Control of Goonda Act or restricted under the provisions of the Habitual Offenders Act (V of 1918). The preparation of such reports shall not be undertaken without the orders of a police officer of senior ranks.

31.17 Surveillance records confidential: - All records connected with police surveillance are confidential; nothing contained in them may be communicated to any

person nor may inspection be allowed or copies given, save as provided in police rules. The right of the court to examine such records and the rules regarding their production in court are contained in Chapter XXXIII.

31.18 Preventive action under section 107 and 151, Code of Criminal Procedure: -

(1) Section 151, Code of Criminal Procedure, empowers a police officer knowing of a design to commit any cognizable offence to arrest the person so designing, if it appears to such officer that the commission of the offence cannot otherwise be prevented. These are the only circumstances under which the law empowers police officers to interfere in disputes between individuals where members of the public or village officials, complain of apprehension of a breach of the peace.

(2) Police officers have no power to investigate formal complaints under section 107, Code of Criminal Procedure. They shall, however, be on the constant look out for genuine information of disputes likely to lead to a breach of the peace. Such information, whether collected direct or received by complaint at the police station, shall be recorded in the daily diary, and a copy of the complaint forwarded without delay to the court unless an immediate breach of the peace is anticipated, when the officer in charge of the police station shall act under section 151, Code of Criminal Procedure, on his own responsibility. Government has held that it is important that courts receiving such reports from the police should give immediately to them their close and personal attention and take suitable action on the merits of each report. Complaints of this nature made to police officers of senior ranks shall not be endorsed for enquiry by officers in charge of police stations unless it is anticipated that action under section 151, Code of Criminal

Procedure, will be required and in no case shall endorsed complaints be despatched to officers in charge of police station by hands of the complainants or informants or otherwise than through a strictly official agency. Complaints in cases in which no action under section 151, Code of Criminal Procedure, appears necessary shall be referred to the court.

31.19 Convicts released before expiration of sentences under the prisons act and remission rules: - The Government of Pakistan have decided that all remissions earned under the Remission Rules by prisoners of any class in jail are to be considered absolute and not be made subject to the imposition of any conditions. As it is desirable, however, for the police to be apprised of the release of such convicts, a descriptive-roll in Form 31.19 of all such convicts will be sent by the Superintendent of the Jail to the Head of District Police, of which the convict is a resident. The Head of District Police shall, in an examination of all the relevant circumstances, exercise his discretion as to whether any such convict shall be subjected to police surveillance or not or whether preventive action is to be taken by the preparation of a history sheet or a personal file.

31.20 Convicts conditionally released under section 401, Criminal Procedure Code: -(1) When a convict is to be conditionally released under section 401, Criminal Procedure Code, the Head of District Police will be supplied by the Provincial Government with-

- (a) A certified copy of the order of conditional release with the date of release endorsed on it, and

(b) A descriptive roll of the convict.

(2) If release is subject to conditions of police surveillance, the rules contained in Appendix 31.25(1) shall be applied.

(3) If release is subject to other conditions and the police are required to take measures to secure the observance of those conditions, the Head of District Police shall issue suitable orders and instructions to subordinate officers concerned.

31.21 Conditional release under the Good Conduct Prisoners Probational Release

Act (Punjab Act, X of 1926): -(1) Under the terms of the Good Conduct Prisoners Probational Release Act, convicts other than those specially excepted by rules made under the Act, may be selected to serve the concluding period of their sentences outside jail limits in licensed and paid employment. Such employment may be either under individual employers or in settlements managed by Government.

(2) The license under which convicts may be so employed is in a form prescribed under the Act; it provides for the fixing of the residence of the convict, the reporting of his movements, the restriction of such movements, and for his good behaviour, and may be revoked for breach of these conditions. A convict whose license is revoked is required to return to jail for the rest of the period of his sentence, and, if he absconds, he becomes liable to additional imprisonment up to two years.

(3) The selection of convicts for Probational release and their control in accordance with the terms of the Act and of the license is vested in a Reclamation Officer and Probation Officer appointed by the Government. The police have no power or duty in this respect. The Reclamation officer is required, prior to the release of a prisoner, to

inform the Head of District Police of the district where he is to be employed. A list of such convicts shall be maintained by the officers in charge of police stations concerned in their confidential note-books. No surveillance shall be exercised by the police over such person who should be given every opportunity to take their places as respectable members of society, but officers incharge of police station shall report, through the Head of District Police, to the nearest Probation Officer, any reliable information received regarding the commission of crime, absence or other breach of the conditions of release by them.

(4) The Reclamation Officer or Probation Officers may request the Head of District Police to enquire into the conduct of convicts released on probation and to render assistance in tracing, arresting and escorting to jail, persons who have contravened the conditions of their license. Such request shall be complied with.

(5) The release on probation and probable date of final release of P.R. convicts is required to be intimated by the Superintendent of the Jail to the Head of District Police of the district in which such prisoner ordinarily resides.

(6) Offences under section 7 of the Act, viz., absconding from supervision or failing to return to jail on the revocation of a license are cognizable by the police.

31.22 Release notice of prisoners: - The following instructions regarding the disposal of release notice shall be observed: -

- (i) The release notices of prisoners classed P.R.T. shall be forwarded by the Superintendent of the Jail direct to the Head of the

Investigation Branch in the Province or in the Capital City District as the case may be, at least two months before the date of release.

- (ii) The release notices of prisoners classed P.R. shall be made over by the Superintendent of the Jail from which such prisoners are to be released to an officer to be specially deputed for the purpose by the Head of District Police. In the case of persons to be released from the jail of the district in which they were convicted, the release notices shall be made over to the police on the Thursday preceding the dates of release. In the case of person to be released in a district other than that in which they were convicted, the release notices shall be made over to the police at least one month prior to the dates of release.

31.23 Procedure when release notices are received: -

(1) **P.R.T. Convicts.** –

- (a) On receipt of the release notices of P.R.T. convicts, the Head of the Investigation Branch in the Province, or in the Capital City District as the case may be, shall take such action as may be necessary in his office and shall then forward the notices in original, by registered post, to the Head of District Police of the district of which the criminal is a resident. The latter officer, on its receipts, shall cause it to be entered at once in the District Finger Print Register prescribed in rule 34 (1) of the Police Finger Print Bureau Manual and shall cause translations in Form

31.23(1) to be despatched to the police station of conviction, if the convict was convicted in his district, and to the police station of residence as in accordance with rules all convicts classed P.R.T. are required to be released from the jails of their home districts.

- (b) If the convict is a resident of another Province an extract of the release notice shall be forwarded by the Head of the Investigation Branch in the Province to his counterpart in the province concerned.
- (c) If the criminal is a resident of Province, but of a district other than that in which he was convicted, the Head of the Investigation Branch in the Province, shall also forward a copy of the release notice to the district of conviction.

(2) **P.R. Convicts:** - On receipt under rule 31.22 of release notices of prisoners classed as P.R., the following procedure shall be observed: -

- (a) In the case of a person to be released in the district, of which he is a resident and in which he was convicted, necessary entries shall be made in the District Finger Print Register, information in Form 31.23(1) shall be sent to the police station of residence without delay, and the release notice shall be filed.
- (b) In the case of person to be released in the district of which he is a resident on expiry of a sentence indicted in another district, the police station of residence shall be informed in Form 31.23(1), a duplicate copy of the release notice shall be prepared and forwarded without

delay to the district of conviction for completion of the District Finger Print Register, and the original release notice shall be filed.

(c) In the case of a person to be released in the district in which he was convicted, but who is a resident of another district in the Province, or other provinces, a duplicate copy of the release notice shall be prepared, necessary entries shall be made in the Finger Print Register, and the original release notice sent to the district or province of residence to be filled. If the convict is a resident of another Province, or is of unknown residence, or has no fixed residence, the original release, notice shall be retained and filed. All such notices shall be kept together in a separate file.

(d) The release notice of a prisoner who has died shall be forwarded by the Head of District Police of the district of which the prisoner was a resident to the Finger Print Bureau for disposal and the name of such person shall be erased from the conviction register.

31.24 Surveillance over released prisoners: -(1) Within ten days of a prisoner's release the officer incharge of the police station of residence shall report whether or not the prisoner has returned to his home.

(2) If the release notice refers to a convict classed 'P.R.T.' the Head of District Police shall take suitable measures to have such convict shadowed and shall note the substance of any orders issued in this connection in Form 31.23(1) sent to the police station.

(3) Should a release notice refer to a person convicted of an offence on the Railway, an extract shall be sent by the Head of District Police, of which such criminal is a resident to the Inspector-General Railway Police.

31.25 Released convicts with regard to whom order under section 565, Code of Criminal Procedure, has been made: -(1)

The mode of surveillance over released convicts in regard to whom an order under section 565, Code of Criminal Procedure, has been made is described in Appendix 31.25(1).

(2) Changes of residence of such convicts shall be entered in their history sheets and reports thereof made in Form 31.25(2).

(3) On the expiration of the period for which the surveillance of a released convict is ordered the Head of District Police shall exercise his discretion as to whether such prisoner's name shall be transferred to Part-II of the Surveillance Register or not.

31.26 Control of professional criminals: -(1) Files of important cases of a special type shall be maintained in the Crime Branch together with History Sheets of important provincial criminals, and a brief account of the offences for which convicted. The class of offences in which such records are to be maintained are: -

- (a) Administering stupefying drugs with intent to rob;
- (b) Offences relating to coin, counterfeiting coin and the forgery of Government Currency Notes;
- (c) Professional cheating;

- (d) Dacoities and offences committed by professionals, such as gang burglaries;
- (e) Theft of arms and ammunition;
- (f) Offences indicating a special technique.
- (g) Terrorism.
- (h) Kidnapping for ransome.
- (i) Cyber crime.

(2) Reports of such cases, containing all important particulars shall be forwarded by Head of District Police to the Head of the Investigation Branch in the Province.

31.27 Distribution of professional criminals: -(1) On the conviction of a gang of professional criminals the Head of District Police shall, if he considers such a course advisable, forward to the Superintendent of the Jail for submission to the Inspector-General of Prisons a recommendation giving the names of members of the gang who should be separated and confined in different jails.

(2) A copy of such recommendation shall be forwarded to the Investigation Branch in the Province or in the Capital City District as the case may be.

31.28 Immigrants: - Certain sections of immigrants to the Province are addicted to crime; all such immigrants, whether nomadic or settled in towns and villages, should therefore, be observed, and either through the agency of their own headmen, or the headmen of villages, where they are settled, enquiry should be made with a view to ascertaining their antecedents. Should any such immigrants be suspected of criminal

propensities, information should be sent, as early as possible, to the Head of the Investigation Branch in the Province or in the Capital City District as the case may be, who is in position to supply the district police with the services of an experienced officer.

31.29 Relations with court: - The relations between the Police Officers and Judicial Officers with whom they have to deal should be both cordial and intimate. Meetings between Police Officers and Presiding Officers of the courts at which difficulties on either side can be discussed and remedies devised should be encouraged. All matters be discussed in Criminal Justice Coordination Committee with Magistrate/Police for better relations and understanding of criminal works.

FORM NO. 31.7(2)

NOTICE TO HEADMAN AND WATCHMAN UNDER SECTION 59 OF CRIMINAL PROCEDURE CODE

Counter foil No. _____.

POLICE STATION _____

DISTRICT _____

Foil No. _____

POLICE STATION _____

DISTRICT _____

Notice to headman and watchman of village _____ of their duty under section 59, Cr.P.C., and rule 28 of the rules framed under section 39-A of Act IV of 1872 with regard to _____

son of _____, caste _____, resident of _____

and a proclaimed offender.

(Date and method of despatch, i.e., by post, by hand, etc.).

To the headman and watchman of village _____. Be informed that the person named and described on the reverse is a proclaimed offender and it is your duty to arrest him wherever found. It is further your duty and that of every owner or occupier of land and of every person employed in the collection of revenue to report immediately which you or he may receive as to the presence of such person. You are required to publish this fact and to warn all concerned and take warning yourself that any person assisting the proclaimed offender in any way to evade arrest or withholding information about him renders himself liable to severe penalty under the law.

By order,

Inspector,
incharge of Police Station _____

Signature of Headman and
watchman.

Dated _____.

Description of proclaimed
Offender.

Names and particulars of relatives and others with whom the proclaimed offender is likely to associate.

FORM NO. 31.12(1)

POLICE STATION _____ DISTRICT _____

HUE AND CRY NOTICE

The Station House Officer of _____ Police Station gives notice that _____, Son of _____, alias _____, caste _____, resident of village _____, Police Station _____, District _____, whose description is given below (and whose photograph is attached) is evading arrest in a case under section _____, is absent from his home and is likely to commit offences of _____ P.P.C., F.I.R. No. _____ of 20 _____ of police station _____ District _____.

Action under sections 87/88 Cr.P.C., is being taken against this man and any person giving information leading to his arrest will be rewarded.

Reward offered _____.

Description –

Name _____, aged _____, years _____, build _____, height _____ complexion.

Characteristics, Mannerisms, etc. _____

District Serial No. of P.R. Slip if on record.

Probable associates and resorts –

He is reported likely to visit: -

1. _____
2. _____
3. _____
4. _____
5. _____

(Signature)

Station House Officer,
_____ Police Station.

FORM NO. 31.16(1)

POLICE REPORT WITH A VIEW TO THE INITIATION OF PROCEEDINGS TO TAKE SECURITY TO BE OF GOOD BEHAVIOUR, SECTIONS 110 TO 118, CRIMINAL PROCEDURE CODE

PAGE-I. - Name parentage, caste, age, occupation and residence of the person reported on –

TABLE-I. - Former convictions –

Column-1 Serial No.

- 2 Complainant's name.
- 3 No. and date of First Information Report and name of police station.
- 4 Law and Section of law.
- 5 Particulars of sentence, date of sentence, particulars of the court in which the conviction was obtained.

TABLE-2. - Reference to cases in which the person reported about has been suspected or in which his house has been searched.

Column-1 Serial No.

2. Name and residence of complainant.
3. Law and Section of law.
4. Reference to the first information report, its date, the station to which belonging, or to other first report in the case.
5. Brief particulars of the reason for which suspicion was entertained or house was searched, etc.

TABLE-3. - Names of person of bad character with whom the person reported associates.

PAGE 2 AND 3. - Names of witnesses who give evidence of the reputed bad character. An abstract of their statements.

PAGE4. - Report of the officer in charge of the police station.

(The report to include any material information given in the History Sheet prescribed in rule 30.63(6)).

FORM NO. 31.19

DESCRIPTIVE ROLL OF CONVICT _____ RELEASED FROM THE _____ JAIL ON THE _____

1	2	3	4	5	6	7	8		9	10
Jail Register No.	Name, sex, age and previous occupation.	Religion.	Caste.	Father's name and trade or occupation.	Village, Police Station, Tehsil, District.	Crime, section of law with term and date of sentence.	PERSONAL DESCRIPTION		Conduct to jail.	
							(a) Features, complexion and distinguishing marks.	(b) Height. Ft. Inch.		
										REMARKS.

FORM NO. 31.23(1)

REPORT OF ARRIVAL AT HIS HOME OF P.R.OR P.R.T. CONVICT ON RELEASE FROM JAIL

1	2	3	4		5	6	7	8
District serial No. of P.R. Slip.	Name, with aliases.	Father's name and caste.	Village.	Police Station.	Offence.	Date of release and name of jail.	Report of officer in charge of police station of convict's arrival otherwise (to be submitted within 10days of date of release).	Final order of Head of District Police.

Signature of F.P. Recorder.

Dated the _____ 20 ,

APPENDIX NO. 31.25(1)

No. 7336 (H. – Jails), dated Lahore, the 6th March 1931.

From – The Home Secretary to Government, Punjab,

To – All heads of Divisions of Punjab.

POLICE SURVEILLANCE OVER RELEASED CONVICTS IN REGARD TO WHEN AN ORDER HAS BEEN MADE UNDER SECTION 565 OF THE CODE OF CRIMINAL PROCEDURE

(1) I am directed to forward the accompanying rules framed by the Governor in Council under the provisions of sub-section 3 of section 565 of the Code of Criminal Procedure, 1898.

(2) The following instructions are issued with a view to explain the procedure more fully: -

(i) In every case in which a criminal court makes an order under section 565 CrPC directing that the person sentenced to imprisonment shall notify his residence and any change of residence after release, a copy of such order will be transmitted by the court passing the sentence and order, with the warrant of commitment issued under section 384 of the Code, to the officer in charge of the Jail or other place in which the prisoner is, or is to be, confined. The Honourable Judges of the High Court have been asked to issue instructions regarding this.

(ii) Not less than fourteen days before any prisoner, in regard to whom an order under section 565 CrPC has been made, is to be released, the officer incharge of the jail or other place in which such prisoner is then confined shall explain to the prisoner the nature of the order and the requirements

of the rules, and shall call upon him to state the place at which he intends, after his release, to reside. The officer in charge of the jail or other place of confinement will thereupon inform the Head of District Police in which such jail or other place of confinement is situated of the name and other particulars necessary for the identification of the prisoner and also of the place at which such prisoner intends, after his release.

- (iii) The Head of District Police will cause intimation to be given-
 - (a) if the place at which the prisoner intends to reside is situated within his district, - to the officer in charge of the police station within the local limits of which such place is situated; and
 - (b) if such place is situated in any outer district, - to the Head of District Police of that district, who will take action as in clauses(a).
- (iv) The rules provide that every released prisoner to whom they relate shall give not less than one day's notice of any intended change of residence to the officer in charge of the police station within the local limits of which the place, at which he is then residing, is situated. Within twenty-four hours of his arrival at his destination the prisoner is further required to notify the fact of his arrival to the officer in charge of the police station within the local limits of which the new place of residence is situated.
- (v) The intimations required to be given by rules II, III and IV are ordinarily to be made personally by the released convict, at the proper police station. If any such convict is for any sufficient reason at any time unable

to do this, or if the competent authority exempts a prisoners from personal attendance for this purpose, the intimation may be made in writing or in such other manner as the competent authority may prescribe in that behalf.

(vi) Breaches of the rules are punishable under section 176 of the Pakistan Penal Code.

(vii) The Provincial Police Officer and Capital City Police Officer will issue detailed instructions for giving effect to the rules in the Police Department.

(3) This cancels Punjab Government circular No. 5-396, dated the 13th March 1901.

NOTIFICATION

The 6th March 1931.

No. 7335. - In exercise of the powers conferred by sub-section (3) of section 565 of the Code of Criminal Procedure, 1898, the Governor in Council is pleased to make the following rules regulating the notification of residence or change of or absence from residence by released convicts in regard to whom an order has been made under sub-section (1) of section 565 of the said code.

RULES

I. - **Release convicts to observe unless:** - When, at the time of passing sentence of transportation or imprisonment on any person the Court also order that his residence and any change of residence after release be notified for the term specified in such order, such persons shall comply with and be subject to the rules next following. In these rules

a person released subject to an order of the nature hereinbefore described is called a “released convict”.

II. - Released convict to notify, at release, intended place of residence to releasing officer: - Every convict in regard to whom an order has been made under section 565 of the Code of Criminal Procedure, 1898, shall, not less than fourteen days before the date on which he is entitled to be released, notify the officer in charge of the jail, or other place in which he may for the time being be confined, of the place at which he intends to reside after his release.

III. - Released convict to notify intention to change first residence at local police station: - Whenever any released convict intends to change his place of residence from the place at which he intended to reside to any other place, he shall notify the fact of such intention and the place at which he hereafter intends to reside, not less than twenty-four hours before he so changes his residence, to the officer in charge of the police station within the jurisdiction of which he resides at the time when he notifies his intention to change his residence.

IV. - Released convict to similarly notify all subsequent intentions to change residence: - Whenever any released convict intends to change his place of residence from any place at rule III, he shall notify any intended change of residence in the manner in that rule provided.

V. - Period to be appointed for taking up residence. In default the convict to notify his actual residence: - The officer recording a notification under rule II, rule III or rule IV, shall appoint such period as may be reasonably necessary to enable the convict to take up his residence in the place notified. If the convict does not take up his

residence in such place within the period so appointed he shall, not later than the day following the expiry of such period, notify in person his actual place of residence to the officer in charge of the police station within the limits of which he is residing.

VI. - Released convict to notify the fact of his having actually taken up his residence at the place specified under preceding rules: - Every released convict shall, within twenty-four hours of his arrival at the place of residence notified under rule II or rule III or rule IV, notify the fact of such arrival to the officer in charge of the station within the jurisdiction of which such place of residents is situated.

VII. - Particulars of place of residence to be supplied: - In notifying places of residence under these rules released convicts shall-

- (a) If the place of residence is in a rural tract – specify the name of the village, hamlet, or locality of such place, and the thana, tehsil and district within the limits of which such place is situated;
- (b) if the place of residence is in a town or city – specify the name of the town or city and the street, quarter and sub-division of the town or city within the limits of which such place is situated.

VIII. - Manners of notifying changes of residence: - Every notification to be made by a released convict under rule III, IV and VI, respectively, shall be made by such convict personally at the proper police station:

Provided that –

- (a) the Provincial Government may, by order in writing, exempt any released convict from the operation of this rule and may permit such convict to make such notifications in writing or in such other

manner as the Government may, in such order, prescribe in that behalf.

- (b) If from illness or other unavoidable cause, any released convict is prevented from making any notification required by these rules personally at the proper police station, he may do so by written communication addressed to the officer in charge of the proper police station. Such communication shall state the cause of his inability to attend in person at the police station, and shall, before it is transmitted to the proper police officer, be attested by a village headman or other village officer.

NOTE. - These rules will also be applicable to special orders of police surveillance issued by the Provincial Government in the cases of prisoners conditionally released before the expiry of the term of their sentence.

SUBSIDIARY RULES ISSUED IN THE POLICE DEPARTMENT.

- (1) In the case of wandering individuals with no fixed “abode”, an absence of one night or more will be considered to constitute a change of residence, except when the absence is due to a summons issued by a Civil, Criminal or Revenue Court, or to an order issued by competent civil authority. All other cases must be decided on their merits and no hard-and-fast rule can be laid down. It will be necessary to show that the change

of residence is of a permanent or quasi-permanent nature. Mere absence from home for a day or two does not constitute a change of residence.

(2) In cases in which at the time of notifying “changes of residence,” the release convict reports his intention to return to the existing residence already notified under Rule II, III or IV within a period of one month such change shall be called “temporary change of residence.”

(3) When the Head of District Police receives an intimation from the officer incharge of the jail of an intended place of residence notified to the latter under Rule II, he shall at once forward a copy thereof to the officer incharge of the police station within the jurisdiction of which such place is situated. This officer will, immediately upon he arrival of the released convict, report the date thereof to the Head of District Police.

(4) When a released convict notifies a change of residence or a temporary changes of residence to the officer incharge of the police station, the particulars required by Rule VII shall be entered in Form 31.25. The officer incharge of the police station will deliver a copy thereof to the released convict and will forward the original to the officer in charge of the police station within the jurisdiction of which the released convict has intimated his intention to reside. The latter officer, on arrival of the released convict, will fill up column 6, and, in the case of the residence being of a permanent character, will at once return the form to the police station from which he received it. In case the residence is to be of a temporary character, he will retain the form until the convict reports his departure, when column 7 will be filled up and the form returned to the police station of issue.

(5) On arrival at the police station within the jurisdiction of which his new residence is situated, the released convict will produce his copy of the form and get the date of his arrival entered in column 6. In the case of a permanent change of residence his copy will be returned to him at once. In the case of temporary change of residence, it will be kept until the date of departure is verbally reported. Column 7 will then be filled up, and the copy will be returned to the released convict to make over to the officer from whom he originally received it.

(6) The names of such released convicts will be entered in the surveillance register (Police Station Register No. X).

FORM NO. 31.25(2)

POLICE DEPARTMENT.

POLICE STATION _____ DISTRICT. _____

REPORT OF CHANGE OF RESIDENCE OF CONVICT SUBJECT TO SURVEILLANCE UNDER SECTION 565, CODE OF CRIMINAL PROCEDURE

1	2	3	4	5	6	7	8
Name and father's name	Caste.	RESIDENCE. Village, Police Station, Tehsil, District, or Town, Street, Mohalla, Police Station, District.	CHANGE OR TEMPORARY CHANGE OF RESIDENCE. Village, Police Station, Tehsil, District, or Town, Street, Mohalla, Police Station, District	Date of departure.	TO BE ENTERED BY OFFICER IN CHARGE OF POLICE STATION.		REMARKS. Change of residence permanent or temporary.
					Date of departure.	Date of arrival.	

Chapter No. XXXII

Arrest, Escape and Custody

32.1 **General powers of arrest:** -(1) Section 54, Code of Criminal Procedure, authorizes any police officer to arrest without a warrant any person who has been concerned in any cognizable offence or against whom a reasonable complaint has been made, or credible information has been received or a reasonable suspicion exists of his having been so concerned. The authority given under this section to the police to arrest without a warrant is, however, permissive and not obligatory. Whenever escape from justice or inconvenient delay is likely to result from the police failing to arrest, they are bound to do so; but in no other cases. The law allows a police officer to apply to the court for a warrant or a summons instead of making the arrest immediately, and this discretion shall be exercised whenever possible and expedient.

(2) The law also allows a police officer in any bailable case to take security under section 170, Criminal Procedure Code from an accused person to appear before the court without first arresting him.

(3) The accused shall not be arrested in Cases of Zina, fornication, and Qazuf. The Court will take cognizance on a complaint and examine the complainant and the witnesses in case there are sufficient grounds for proceeding the Court shall issue the summons for personal attendance of the accused.

32.2 **Power to defer arrest:** - If the fact of the suspicion resting upon a particular person has been kept secret, and there is no risk of absconding on the part of such a

person, the police may defer making the arrest until the investigation is sufficiently complete; but if any interference with the liberty of the accused person is necessary to prevent him from absconding, and the facts justify arrest, the police shall arrest him and shall not interfere with his liberty unless they arrest him.

32.3 Warrants to be taken out when wanted person abscond: -(1) Permissive authority is given to the police to arrest without warrant in certain cases, in order that they may not be handicapped by having to obtain a court's warrant under section 204, Code of Criminal Procedure, when the arrest of a criminal suspect who is present before them is urgent. The law provides, however, no penalty for a person merely evading arrest by a police officer, though it penalizes resistance to, or escape from arrest. On the other hand the law does provide a severe penalty for evading arrest in consequence of an order in the form of a warrant by a court, entirely irrespective of the evidence of the guilt of the person against whom the warrant is issued. For disobedience to a warrant of arrest, a person is liable to proclamation and the confiscation of his property. Any one who harbours such a person is liable under section 216 and 216-A of the Pakistan Penal Code. Whenever, a person is wanted, whose whereabouts are not immediately known, the police shall, before setting off in search of him, obtain a warrant of arrest from the court having jurisdiction. On the other hand if it is found that, in spite of all reasonable efforts, a warrant cannot be executed, a proclamation being duly carried out, attachment under section 88, Criminal Procedure Code, can immediately follow, and connivance by any person at the continued absconding of the person proclaimed becomes punishable under section 216, Pakistan Penal Code.

(2) A police officer can obtain a warrant on a written complaint under section 200, clause (a) of Code of Criminal Procedure read with section 204, Code of Criminal Procedure.

32.4 Arrest of women: -(1) All arrests of women whether without warrant or with a warrant, bailable or non-bailable shall be carried out by lady police or in their absence by a police officer not below the rank of Assistant Sub-Inspector of Police or, when no such officer can be made available, by a head constable in presence of responsible male relatives and village or town officials. Such arrests shall be specially reported in the manner prescribed in police rule 28.13 and, when the arrest has been made by an officer of rank lower than Assistant Sub-Inspector, the reason shall be clearly explained. Head of District Police shall forward special reports as required by police rule 28.13 and a copy shall be sent to the Head of the Investigation Branch in the Province or in the Capital City District as the case may be, in those cases only in which the woman is not sent to judicial custody or released on bail immediately. Where bail is admissible the woman should not be detained longer than is necessary for the production of the bond or sureties.

(2) No application for remand to police custody of a woman shall be made without the special order of a police officer of senior ranks. The police officer of senior ranks supporting an application for remand to police custody shall be responsible for the taking of necessary measures for the safe and decent custody of the prisoner. The court shall not, except in cases involving qatl or dacoity supported by reasons recorded in writing, authorise the detention of the woman accused in police custody. The police officer

making an investigation shall interrogate her inside the prison in the presence of an officer of jail and a female police officer.

(3) The officer incharge of the prison shall make appropriate arrangements for the admission of the investigating police officer into the prison for the purpose of interrogating woman accused. Whenever it appears, during investigation, that there are grounds for believing that the accusation or information is well founded and it is necessary to take out female accused from the prison, the officer in charge of the police station or the police officer making the investigation, not below the rank of Sub-Inspector shall apply to the court in this behalf and the court may, for the reasons recorded in writing, permit taking of the woman accused out of the prison in the company of a female police officer appointed by the court provided that the female accused shall not be kept out of the prison while in the custody of the police between sunset and sunrise.

(4) Women attending police investigations and enquiries as distinct from those under arrest shall on no account be detained in police stations or with the police any longer than is necessary for the record of the information, which they are willing to give. In no case shall they remain with the police between sunset and sunrise. If it is necessary to take a woman witness about the countryside for identification, etc., she shall be accompanied by a responsible male relative or her lambardar, mohalladar or local representative other respectable male neighbourer. Police officer of senior ranks hearing and passing orders on such cases shall take such steps as are necessary to ensure that the above orders are scrupulously observed. Any law for the arrest of the women for the time being enforce be followed .

32.5 Arrest of a child: -(1) When a child who at the time of the commission of an offence has not attained the age of eighteen years is arrested for the commission of an offence, the officer incharge of a police station or an investigating officer not below the rank of a Sub-Inspector shall as soon as may be, inform the guardian of the child, if he can be found, of such arrest and also inform him of the time date and name of the juvenile court before which the child shall be produced. (sub-section 1 of Section 10 of Juvenile Justice System Ordinance 2000).

(2) When a child under the age of fifteen years is arrested or detained for an offence which is punishable with imprisonment of less than ten years, shall be treated as if he was accused of commission of a bailable offence. (sub-section 5 of Section 10 of Juvenile Justice System Ordinance 2000).

(3) No child under the age of fifteen years shall be arrested under any of the laws dealing with preventive detention or under the provisions of Chapter-VIII of the Code of Criminal Procedure. (sub-section 6 of Section 10 of Juvenile Justice System Ordinance 2000).

32.6 Arrest of public servants: - Information of the intended arrest of a public servant shall, if possible, be given to such public servant's immediate superior officer before the arrest is made; otherwise information shall be given immediately after arrest.

32.7 Arrest of military personnel belonging to Pakistan Armed Forces: -(1) The powers of police to arrest, search and investigate in cognizable cases are laid down in Code of Criminal Procedure 1898.

(2) A Police Officer may arrest a person subject to Military, Naval or Air Force law who is concerned in a cognizable offence.

(3) Instruction 321 of Army Regulation (Instructions) volume II (Appendix 32.7) has laid down that military personnel have no special privileges in these respect and a Commanding Officer cannot impede the arrest by the police of an alleged offender. All military officers and their subordinates are required to ensure fullest co-operation with police and are liable under the law for any failure in this respect.

32.8 Intimation of arrest to the commanding officer: - Whenever a person subject to Military, Naval or Air Force law charged with the commission of an offence is arrested by the police, intimation to this effect is required to be given to the Commanding Officer of the unit to which he belongs within 24 hours of such arrest by the police (Army Regulation 321 Appendix 32.7).

32.9 Power to investigate when the accused is subject to the Army Act: -

(1) Subject to sub section (3) of section 549 of the Code of Criminal Procedure (Appendix 32.9(1)) police has the power to investigate all cognizable cases in which the accused is subject to the Army Act.

(2) According to sub section (3) of section 549 of the Code of Criminal Procedure (Appendix 32.9(1)) the commanding officer of a unit may take over the custody of the accused and the investigation of the offence if the person arrested by the police is a person subject to the Pakistan Army Act 1952 (XXX(IX of 1952) and the offence for which he is accused is triable by a court martial.

(3) Regulation 373 of Army Regulation (Rules) Volume-I (Appendix 32.9(3)) has laid down that where the investigation is not taken over by the Army under sub rule (2) above, and police has commenced investigation the military authority may intervene during the investigation stage only with the concurrence of police and the magistrate and claim the accused for trial by court martial.

32.10 Concurrent Military jurisdiction for trial: -(1) Sections 94 and 95 of the Pakistan Army Act 1952 (Appendix 32.10 (1)) deal with concurrent Military jurisdiction.

(2) When a Criminal Court and a Court martial have each jurisdiction in respect of an offence, it shall be the discretion of the “prescribed officer” to decide before which court the proceedings shall be instituted.

(3) The prescribed officer as defined by Pakistan Army Act Rules 168 (Appendix 32.10(3)) shall be an officer having power not less than that of Brigade or Logistics Area Commander under whom, or the officer commanding the station in which, the accused is serving.

(4) The Criminal Procedure (Military Offenders) Rules 1970 (Appendix 32.10(4)) framed under the authority of section 549 of the Code of Criminal Procedure 1898 contain the procedure for claiming an accused for trial for court martial.

(5) Regulations 369 to 372 of the Army Regulation (Rules) Volume-I (Appendix 32.10(5)) deal with initiation of criminal proceedings in criminal courts, and the principles for claiming the accused for trial by court martial.

32.11 Arrest of deserters: -(1) Any police officer may, without an order from a court, arrest any person reasonably suspected of being a deserter from Pakistan Army, Navy or Air Force.

(2) If a sufficient escort can be given and the deserter proceeds quietly, he shall not be handcuffed.

(3) A Military deserter should be brought before the nearest court or the nearest Military Commanding Officer when no Magistrate is readily accessible. All deserters shall, as soon as possible after arrest, be handed over to military custody.

(4) A register of deserters in English in Form 32.11(4) shall be maintained by the head clerk in the office of each Head of District Police. (See also rule 30.56).

(5) Descriptive rolls of deserters shall, if necessary, be published in the Criminal Intelligence Gazette in Form No. 32.11(5).

32.12 Arrest of civil prisoners: - Under the provisions of section 225-B Pakistan Penal Code, the police are bound to arrest a civil prisoner who offers any resistance or illegal obstruction to his lawful apprehension, or who escapes or attempts to escape from lawful custody when such resistance, obstruction, escape or attempt to escape is an offence.

32.13 Arrest of sick or wounded persons: -(1) A person who is wounded, or is seriously ill, or in need of medical attendance, who is accused of a non-bailable offence, or unable to furnish bail in a bailable offence, shall, if possible, be conveyed to the prison hospital at the district headquarters or to the nearest dispensary.

(2) The police shall take measures to ensure his safe custody in hospital and the court having jurisdiction shall be asked to grant a remand, and, if necessary, to examine such person.

(3) If such person cannot be moved without risk of his life, the court having jurisdiction shall be asked to record his statement at the place where he is lying.

32.14 Arrest on a telegram: -(1) In any case in which he has jurisdiction to arrest, a police officer shall take action on a telegram, wireless or teleprinter message, fax or e-mail from a police officer or court requiring him to arrest a person for a cognizable offence, but when such message is received from a private person he shall not arrest unless the particulars given cover a cognizable offence and afford reasonable suspicion that the person to be arrested is the offender.

(2) If a telegram/wireless or teleprinter message, fax or e-mail is received by a police officer requesting him to arrest a person for an offence which appears to such police officer to be non-cognizable he shall lay information before the court having jurisdiction with a view to the issue of a summons or warrant. If such court declines to issue a summons or warrant the orders of the District and Session Judge shall be sought.

(3) A police officer who despatched a telegram/ wireless or a teleprinter message, fax or e-mail to another police officer requesting him to arrest a person without warrant shall be responsible that the information in his possession is sufficient to justify, and that the police officer addressed has jurisdiction to make such arrest. In all such telegrams/ wireless and teleprinter messages, fax or e-mails sufficient particulars shall be given of the person to be arrested and the offence of which he is accused.

32.15 Arrest by stoppage of trains at non-stop stations: - On receipt of a requisition, in writing, from a court or a police officer, not below an officer of senior ranks, a train

shall be stopped by a station master at a station at which it is not booked to stop, with a view to effecting the arrest of a person or persons travelling by it. Such requests shall be made only in special and urgent cases.

32.16 Procedure for arrest of criminals in other provinces: - Criminals involved in the commission of crime who cross over to other provinces to avoid arrest may be arrested by warrants sent to the District Police Officer of the concerned district in another province direct for execution under intimation to the respective home department.

32.17 Bail and recognizance: -(1) When a person accused of a bailable offence can give good and sufficient bail, the police shall accept it unless the law requires such person to be brought before the court having jurisdiction.

(2) An officer incharge of a police station is empowered under section 497(1) Code of Criminal Procedure to release on bail a person accused of a non-bailable offence (not punishable with death or with imprisonment for life, or with imprisonment for 10 years) whom he has arrested or detained without warrant. These powers are permissive and not obligatory and should be exercised with caution. The police officer must satisfy himself that the release on bail is not likely unduly to prejudice the prosecution or to be followed by the absconding of a person prima facie guilty.

(3) An officer incharge of a police station or investigation officer not below the rank of a Sub-Inspector shall, in accordance with section 497(2), Code of Criminal Procedure at any stage of an investigation release on bail or recognizance a person accused of a non-bailable offence when it appears that there are not reasonable grounds for believing that a

non-bailable offence has been committed by him, although sufficient grounds may exist for further investigation.

(4) Before any person is released on bail or recognizance due, regard should be paid to the provisions of sections 498 and 499, Code of Criminal Procedure.

(5) In every case of release on bail or recognizance, whether under section 169 or section 497, Code of Criminal Procedure, full reasons shall be recorded in a case diary, and the police officer concerned shall preserve the bond (Form 32.17(5)) until it is discharged either by the appearance of the accused person or by the order of a competent court.

(6) No police officer has power to re-arrest an accused person who has been released on bail under section 497, Code of Criminal Procedure. When re-arrest is deemed necessary, the police shall apply to a competent court for the cancellation of the bail bond and the issue of a warrant in accordance with the provisions of section 497(5), Code of Criminal Procedure.

32.18 Search of persons under arrest: -(1) All persons arrested by the police and not admitted to bail shall, as soon as possible after the arrest, be thoroughly searched. In the case of females such search shall be conducted by lady police or, in their absence a woman and shall in all cases be conducted with due regard to decency.

(2) Every prisoner in police custody shall be searched on first admission to and on every occasion when he is re-admitted to a lock-up after being taken anywhere beyond the precincts of the police station. Sweepers, bhishti and every other person other than a police officer having access to a lock-up shall be searched before entering and on leaving

the lock-up. The searching of women shall be done by lady police or in their absence by a woman.

(3) Soldiers in police custody shall not be deprived of their shoulder titles, badges of rank and medal ribbons, but medals shall be taken into safe custody.

32.19 Lock-ups: -(1) A police officer shall ensure that the rights and privileges, under the law, of the person taken in custody are protected.

(2) Outside every lock-up, which is guarded by the police, shall be displayed a notice showing, in English and Urdu, the maximum number of prisoners, which the lock-up is authorized to accommodate. The authorized number shall never be exceeded; and excess shall be accommodated in a convenient building under an adequate guard or transferred to the nearest available lock-up.

(3) The door of a lock-up shall not be opened except in the presence, and by the direct order, of the officer incharge of the police station or the officer commanding the guard, who shall take all possible precautions to prevent a rush or escape. When the circumstances of the use of a particular lock-up are such that prisoners are constantly being admitted or removed, special standing orders for the safe conduct of the operation shall be framed by the Head of District Police and included in the standing orders for the guard over such lock-up.

(4) When it is necessary to keep prisoners in a lock-up, which is in an insecure state all male prisoners, who would, under the provisions of rules 32.28 and 32.29, be liable to be handcuffed under escort, shall be handcuffed while confined in such lock-up. This practice shall, however, be more of an exception than rule.

(5) Every under-trial prisoner in the lock-up unable to provide himself with sufficient bedding shall be supplied with such bedding as may be necessary.

(6) Iron beds, mattresses and blankets shall be provided for prisoners. In the winter three blankets shall be issued for each prisoner. For this purpose a sufficient supply of blankets shall be obtained from the Government and maintained for use in lock-ups. Blankets and mats shall not be stored in lock-ups and issued only when required.

(7) Private bedding may be supplied by relatives or friends of the prisoner. All such bedding shall be carefully examined by the police officer in charge who shall return the same when the prisoner is released or remanded to judicial custody. When private bedding is supplied, a report to this effect shall be entered in the station daily diary.

(8) Jail rules permit the use of beds and provide for special sanitary and bathing facilities for A and B class convicts. Such facilities are not available in all police stations but they should be provided for prisoners in police custody so far as is possible. Endeavours should be made to confine better class prisoners in police stations which possess other amenities and to segregate better class from ordinary prisoners.

(9) Allowances for a sweeper and bhishti for each lock-up will be made by the Jail Department.

32.20 Report of arrest: -(1) Under section 62, Code of Criminal Procedure, an officer in charge of a police station is required to report to the Zila Nazam, Head of District Police and Ilaqa Magistrate under the law cases of all persons arrested without warrant within the limit of his police station whether such persons have been admitted to bail or otherwise.

(2) Reports of such arrests shall be made in Form 32.20(2) whether the person arrested has been admitted to bail or not and may be sent by post.

(3) The officer incharge or the investigating officer shall ensure the information about the arrest of a person is promptly conveyed to a person of his choice.

32.21 Communication with authorities outside Pakistan: - Should an occasion arise on which a police officer desires to communicate with any authority outside Pakistan in respect of the detection or apprehension of an offender, he should report the facts to the Head of the Investigation Branch in the Province.

32.22 Diet of accused persons: -(1) Officers incharge of police stations shall arrange for the diet of such accused persons arrested by the police who are not in a position to provide their own diet. The sum expended on the diet of each individual by the police shall not exceed the scale prescribed from time to time by the Provincial Government.

(2) The police shall provide for the diet on, and from, the date of arrest to, and for the date on which the accused is placed in the court lock-up.

(3) Under-trial prisoners classified as 'better class' shall be given the diet on the same scale as prescribed for A and B class convict prisoners. Under-trial prisoners classified as 'ordinary' shall be given diet on the same scale as prescribed for 'C' class convict prisoners. Under-trial prisoners in either class shall be allowed to supplement this diet by private purchase through the police authorities. The dietary prescribed for A, B and C class convicts in jails is given in Appendix No. 32.22(3). It is recognized that all police stations may not be able to adhere strictly to the dietary laid down, but efforts should be made to approximate to it as nearly as possible. The cost on food for prisoners in police

custody should not exceed the amount fixed by the competent authority in respect of prisoners confined in judicial lock-ups.

(4) When an under-trial prisoner in police custody is being transferred from place to place, his dietary in transit should be approximately of the same type as that laid down in Appendix No. 32.22(3) and the cost should not exceed that fixed by the Government in respect of prisoners confined in judicial lock-ups.

(5) Diet money expended under this rule shall be recovered from the Judicial Department in accordance with police rule 37.109 at the time of presenting the charge sheet. If expenditure is considerable owing to the number of persons arrested in a case, or owing to remand in police custody being granted, intermediate applications for refund, supported by an explanation of the circumstances, may be made through the Legal Branch to the court having jurisdiction in the case.

(6) All food brought for a prisoner by relatives or friends shall be made over to the police station clerk or police officer in command of the guard and shall be examined for prohibited or injurious articles. After such examination the food shall be given to the prisoner by a police officer. The person bringing the food shall have no access to the prisoner.

(7) In the report in the station daily diary regarding the first admission of a prisoner to a lock-up, it shall be stated whether he is to be dieted at Government expense or by friends. In the latter case the name of the person who undertakes responsibility for the prisoner's feeding shall be entered.

32.23 Interviews with prisoners: -(1) No person shall be allowed to communicate in any way with a prisoner in a police lock-up without the permission of the officer incharge of the police station, or written authority from a judicial or police officer of senior ranks.

(2) Authorized interviews shall take place in the presence and hearing of the police sentry, and the interviewer shall stand sufficiently far from the bars of the lock-up to prevent physical contact or the passage of prohibited articles between him and the prisoner. When a lawyer wishes to consult and advise a prisoner confidentially as to the conduct of his case, the prisoner may be removed from the lock-up and allowed to sit apart with his lawyer, but within the precincts of the police station and in the sight of the sentry. At the conclusion of such an interview the prisoner shall be searched as provided rule 32.18(2).

32.24 Production of accused before court within 24 hours: -(1) All persons arrested by the police shall be produced before the court within twenty four hours excluding reasonable time for journey.

(2) In no case shall an accused person arriving in custody on a closed holiday, or after the courts have risen, be placed in the police lock-up for more than 24 hours.

(3) If the second day after arrival is a closed holiday application for remand shall be made immediately.

(4) If an accused person in custody is charged with an offence in which bail may be taken by the police it shall be the duty of the police to facilitate any attempt to find bail for such person.

32.25 Orders to be displayed up outside Lock-ups: - A printed copy, in English and Urdu, of rules 32.18, 32.22 and 32.23 shall be displayed up outside every police lock-up as a standing order for sentries and for the information of the public.

32.26 Illness of person under arrest: - When a person in police custody is suffering from any illness or injury at the time of arrest, or becomes ill or sustains injury while in such custody, such a person shall be medically examined at the earliest opportunity so that medically the nature and cause of the illness or injury may be ascertained and proper treatment given.

32.27 Identification of accused: -(1) Whenever there is doubt as to the correctness of a statement made by an arrested person regarding his identity, residence or antecedents, an attestation certificate in Form 32.27(1), shall at once be despatched to the officer incharge of the police station in the jurisdiction of which such person claims to be resident; such officer shall immediately make, or cause to be made, all necessary inquiries, and shall ascertain if such person's name is entered in the village Conviction Register. The certificate shall be returned completed with as little delay as possible, and shall be attached to the charge sheet. This form of attestation certificate shall be used whether the person arrested states he is a resident of the police station in which arrested, or of some other police station, and whether or not a search slip despatched to the Finger Print Bureau.

(2) Detailed orders regarding the preparation of search slips and the finger print system are published in the Police Finger Print Bureau Manual.

32.28 Transfer of arrested persons: -(1) If a police officer lawfully arrests a person, without warrant, in a district in which the investigation, enquiry and trial cannot be held, and the offence is non-bailable or such person cannot give bail, he shall take or send such person before the court having jurisdiction over the area and obtain an order for the transfer of the prisoner to the district in which the offence was committed.

(2) No accused or convicted person shall be taken in custody from one district to another or from one province to another, except under the written order or warrant of the court or other lawful authority directing such transfer.

32.29 Classification of under-trial prisoners: - Under-trial prisoners are divided into two classes based on previous standard of living. The classifying authority is the trying court but during the period before a prisoner is brought before a competent court, discretion shall be exercised by the officer incharge of the police station concerned to classify him as either 'better class' or 'ordinary'. Only those prisoners should be classified provisionally as 'better class' who by social status, education or habit of life have been accustomed to a superior mode of living. The fact that the prisoner is to be tried for the commission of any particular class of offence is not to be considered. The possession of a certain degree of literacy is in itself not sufficient for 'better class' classification and no under-trial prisoner shall be so classified whose mode of living does not appear to the police officer concerned to have been definitely superior to that of the ordinary population, whether urban or rural. Under-trial prisoners classified, as 'better

class' shall be given the diet on the same scale as prescribed for A and B class convict prisoners in rule 32.22(3).

32.30 Conditions in which handcuffs are to be used: - Every male person in custody who is to be escorted in police custody whether under police arrest, remand or trial shall be properly handcuffed before removal from one place to another place.

32.31 Conditions in which use of handcuffs may be dispensed with: -

(1) Prisoners shall not be handcuffed while confined in a lock-up, except as provided in rule 32.19(4).

(2) The handcuffs of prisoners in court shall be removed only as provided in rule 33.15(2).

(3) A prisoner who is charged only under section 124-A or 153-A of the Pakistan Penal Code shall not be handcuffed unless he is already undergoing sentence or the officer commanding the escort has definite reason for believing that such prisoner is violent or likely to make an attempt for escape.

32.32 Security of handcuffs: - When handcuffs are used, the senior officer present shall be responsible that they fit properly and that the prisoner cannot get at the key.

32.33 Identification of suspects: -(1) The following rules shall be strictly observed in confronting arrested suspects with witnesses, who claim to be able to identify them.

- (a) The proceedings shall be conducted in the presence of a Judicial Officer or police officer of senior rank or, if the case is of great urgency and no such officer is available, in the presence of two or more respectable witnesses not interested in the case, who should be asked to satisfy themselves that the identification has been conducted under conditions precluding collusion.
- (b) Arrangements shall be made, whether the proceedings are being held inside a jail or elsewhere, to ensure that the identifying witnesses shall be kept separate from each other and at such a distance from the place of identification as shall render it impossible for them to see the suspects or any of the person concerned in the proceedings, until they are called upon to make their identifications.
- (c) Identification shall be carried out as soon as possible after the arrest of the suspects.
- (d) The suspects shall be placed among other person similarly dressed and of the same religion and social status, in the proportion of 8 or 9 such persons to one suspect. Each witness shall then be brought up separately to attempt his identification. Care shall be taken that the remaining witnesses are still kept out of sight and hearing and that no opportunity is permitted for communications to pass between witnesses who have been called up, and those who have not. If it is desired, through fear of revenge or for other adequate reasons, that witnesses shall not be seen by the suspects, arrangements shall be made for the former, when called up to stand behind

a screen or be otherwise placed so that they can see clearly without being seen.

- (e) The results of the test shall be recorded by the police officer of senior ranks present in Form 32.33(1)(e) as each witness views the suspect. On conclusion, the judicial officer, or other independent witness or witnesses, shall be requested to sign the form and certify that the test has been carried out correctly and that no collusion between the police and witnesses or among the witnesses themselves was possible. It is advisable that, whenever possible, an independent and reliable person unconnected with the police should be present throughout the proceedings at the place where the witnesses are kept, and should be required to devote his attention entirely to the prevention of collusion. It is important that, once the arrangements for the proceedings have been undertaken, the officer investigating the case and any police officer assisting him in that investigation should have no access what so ever either to the suspects or to the witness. Formal identification proceedings should not, if it can be avoided, be arranged without the orders of a police officer of senior ranks, and such officer should always be present and arrange the conduct of the proceedings himself if possible. The value of tests arranged by the investigating officer or his subordinates is inevitably liable to be called in question by the defence.
- (2) Proceedings of the nature described above are extra-judicial. It is not the duty of the officer conducting them or of the independent witnesses to record statements or cross

examine either suspects or identifying witnesses, but they should be requested to question the latter as to the circumstances in which they saw the suspect whom they claim to identify, and to record the answer in column 4 of the form. While every precaution shall be taken to prevent collusion, the identifying witnesses must be given a fair chance, and conditions must not be imposed, which would make it impossible for a person honestly capable of making an identification to do so. In this connection attention is invited to paragraph 814 of the Punjab Jail Manual, which strictly prohibits the alteration in any way of the personal appearance of unconvicted prisoners, so as to make it difficult to recognize them.

32.34 Deaths in police custody: -(1) When any person dies while in the custody of the Police, the officer incharge of the guard, escort or police station, as the case may be, shall make an immediate report of the fact to the nearest court empowered to hold inquests (Section 176, Code of Criminal Procedure).

(2) Information shall be sent to the Head of District Police for onward transmission to Police Complaints Authority in this regard.

(3) For the purposes of this rule, a judicial lock-up is considered to be in custody of the turnkey and a prisoner in prison or prison camp in the custody of the jailor.

32.35 Escape from police custody: - Escape from lawful custody is a serious matter reflecting on the efficiency of the police officers immediately responsible for such a lapse. In case of an escape or rescue of a prisoner from police custody, the police officer immediately responsible shall forthwith be suspended from duty and further action taken in accordance with Police Rules 8.36, 8.37, 8.38 and 8.39.

APPENDIX 32.7

ARMY REGULATION (INSTRUCTIONS) VOLUME II

321. **Power of Civil Police etc:** - The police must be assisted in every possible way in the investigation of cases against military personnel, which fall within the police jurisdiction. The powers of the civil police to investigate cases are laid down in Chapter XIV of the Code of Criminal Procedure. Under the said code, the civil police have wide powers, including searches and arrests, Military personnel have no special privileges in these respects, and a Commanding Officer cannot impede the arrest of an alleged offender or the investigation by the civil police.

AR (Rules) 369 to 373 and Criminal Procedure (Military Offenders) Rules, 1970, published in Gazette Notification SRO 1157(k)/70 dated 14 Oct 70, under the authority of Section 549 of the Code of Criminal Procedure, contain the procedure for claiming an accused for trial by court martial. It must be noted that only an officer having power not less than a Brigade or Log area commander, or an officer commanding the station can exercise any power in this behalf.

All officer and their subordinates will ensure fullest cooperation with the civil police at all stages. They are liable to be dealt with under the law for any failure in this respect. Any irregularities committed by the civil police will be brought to the notice of the formation commander, who may, when necessary, bring serious cases to the notice of

the Adjutant General (PS Dte). On the arrest of a person subject to the Pakistan Army Act when charged with the commission of an offences, civil police is required to give intimation within 24 hours to the commanding officer of the unit to which he belongs. However, if charged with the commission of an offence other than murder or culpable homicide not amounting to murder or Zina or Zina-bil-Jabr in relation to a person not subject to the Pakistan Army Act or an offence of grave nature, information shall, if possible be given to officer commanding of the unit to which a person belongs before the arrest is made.

APPENDIX 32.9(1)

CODE OF CRIMINAL PROCEDURE

549. **Delivery to military authorities of persons liable to be tried by Court**

martial:-(1) The Central Government may make rules consistent with this Code and the (Pakistan Army Act, 1952 (XXXIX of 1952), the Pakistan Air Force Act. 1953 (VI of 1953), and the Pakistan Navy Ordinance, 1961 (XXXV of 1961) and any similar Law for the time being in force as to the cases in which person subject to military, naval or Air Force law, shall be tried by a Court to which this Code applies, or by Court martial, and where any person is brought before a Magistrate and charged with an offence for which he is triable, to be tried either by a Court to which this Code applies or by a Court martial, such Magistrate shall have regard to such rules, and shall in proper cases deliver him together with a statement of the offence of which he is accused to the Commanding Officer of the regiment, corps, ships or detachment to which he belongs, or to the Commanding Officer of the nearest military naval or Air Force station, as the case may be for the purpose of being tried by Court martial.

(2) **Apprehension of such persons.** Every Magistrate shall, on receiving a written application for that purpose by the Commanding Officer of any body or soldiers, sailors or airmen stationed or employed at any such place, use his utmost endeavours to apprehend and secure person accused of such offence.

(3) Notwithstanding anything contained in this Code, if the person arrested by the police is a person subject to the Pakistan Army Act, 1952 (XXXIX of 1952) and the

offence for which he is accused is triable by a Court martial, the custody of such person and the investigation of the offence of which he is accused may be taken over by the Commanding Officer of such person under said Act.

APPENDIX 32.9(3)

ARMY REGULATION (RULES) VOLUME-I

373. During the investigation stage, the military authorities may intervene with the concurrence of the police and magistrate and claim the accused for trial by court martial.

APPENDIX 32.10(1)

PAKISTAN ARMY ACT 1952

94. Order in case of concurrent jurisdiction of court martial and criminal court:-

When a criminal court and a court martial have each jurisdiction in respect of a civil offence, it shall be in the discretion of the prescribed officer to decide before which court the proceedings shall be instituted and, if that officer decides that they shall be instituted before a court martial, to direct that the accused person shall be detained in military custody.

95. Power of criminal court to require delivery of offender: -(1) When a

criminal court having jurisdiction is of the opinion that proceedings ought to be instituted before itself in respect of any civil offence, it may, by written notice, require the prescribed officer, at his option, either to deliver over the offender to the nearest magistrate to be proceeded against according to law, or to postpone proceedings pending a reference to the Federal Government.

(2) In every such case, the said officer shall either deliver over the offender in compliance with the requisition or shall forthwith refer the question as to the court before which the proceedings are to be instituted for the determination of the Federal Government, whose order upon such reference shall be final.

APPENDIX 32.10(3)

PAKISTAN ARMY ACT RULES 1952

168. **Prescribed officer for purpose of Sections 94 and 95:** -The prescribed officer for the purposes of sections 94 and 95 shall be an officer having power not less than that of a brigade or (Logistics Area) commander under whom, or the officer commanding the station in which, he is serving.

Provided that, in case falling under section 59, in which death has resulted the prescribed officer shall be an officer having position not less than that of an independent brigade or)Logistics Are) commander.

APPENDIX 32.10(4)

ARMY REGULATION (RULES) VOLUME-I

THE CRIMINAL PROCEDURE (MILITARY OFFENDERS)

RULES, 1970.

S.R.O 1157/(k)/70, dated 14th October, 1970: - In exercise of the powers conferred by sub-section (1) of section 549 of the Code of Criminal Procedure, 1898 (Act V of 1898), the Federal Government is pleased to make the following rules as to cases in which persons subject to military, naval or Air Force law shall be tried by a court to which the said Code applies, or by court martial, namely:-

1. These rules may be called the Criminal Procedure (Military Offenders) Rules, 1970.

2. Where a person subject to military, Naval or Air Force law is brought before a Magistrate and charged with an offence for which he is liable, under Pakistan Army Act, 1952 (XXXIX of 1952), the Pakistan Navy Ordinance, 1961 (XXXV of 1961), or the Pakistan Air Force Act, 1953 (VI of 1953) to be tried by a court martial, such Magistrate, unless he is moved by the competent military, Naval or Air force authority, as the case may be, to proceed against the accused under the Code, shall before so proceeding give notice to such authority and, until the expiry of a period of fifteen days from the date of service of such notice, shall not: -

(a) convict the accused under section 243, acquit him under section 247 or section 248, or hear him in his defense under section 244 of the Code, or

- (b) frame a charge against the accused under section 242 of the Code, or
- (c) make an order committing the accused for trial by the High Court or the Court of Session under section 190 of the Code, or
- (d) transfer the case for enquiry or trial under section 192 of the Code.

3. Where, within the period of fifteen days mentioned in Rule 2, or at any time thereafter before the Magistrate has done any act or issued any orders referred to in that rule, the competent military, Naval or Air Force authority, as the case may be, gives notice to the Magistrate that the accused should be tried by court martial, the Magistrate shall stay proceedings and, if the accused is in his power or under his control, shall deliver him, with the statement prescribed by Section 549 or the Code, to the authority specified in the said section.

4. Where a Magistrate has been moved by competent military, Naval or Air Force authority, as the case may be, under Rule 2, and such an authority subsequently gives notice to such Magistrate that, in the opinion of such authority, the accused should be tried by court-martial, such Magistrate, if he has not, before receiving such notice, done any act or issued any order referred to in Rule 2 shall stay proceedings, and, if the accused is in his power or under this control, shall in the like manner deliver him, with the statement prescribed in Section 549 of the Code, to the authority specified in the said section.

5. Where an accused person, having been delivered by the Magistrate under Rule 3 or 4 is not tried by a court martial for the offence of which he is accused, or other

effectual proceedings are not taken, or ordered to be taken, against him, the Magistrate shall report the circumstance to the Provincial Government.

6. (i) Notwithstanding anything to the contrary contained in Rule 2, 3 or 4, where it comes to the notice of Magistrate that a person subject to military, Naval or Air Force law has committed an offence proceedings in respect of which ought to be instituted before him, the Magistrate may by a written notice require the competent military, Naval or Air Force authority, at the option of such authority, either to deliver such person, if in its custody, to the nearest Magistrate for being proceeded against according to law, or to stay the proceedings against such person before the court martial, if since instituted, and to make a reference to the Federal Government for determination as to the court before which proceedings should be instituted.
 - (ii) The competent military, Naval or Air Force authority to whom a notice is issued under sub rule (1) shall either deliver the offender in accordance with the notice or refer the question of the trial to the Federal Government, whose order upon such a reference shall be final.
7. In these rules, unless there is anything repugnant in the subject or context:-
 - (a) “Code” means the Code of Criminal Procedure, 1898 (Act V of 1898);
 - (b) “competent military authority” means an officer having powers not less than those of an Independent Brigade or Logistics Area Commander under

whom, or the Officer Commanding the station in which, the accused person is serving, provided that where death has resulted, the competent authority shall be an officer having powers not less than those of a Independent Brigade or Logistics Area Commander;

- (c) “competent Naval Authority” means the administrative authority under whose command the accused is serving or is attached or any superior authority, provided that where death has resulted, the competent authority shall be the Chief of Staff;
- (d) “competent Air Force authority” means the Officer Commanding the station or which the accused person belongs or is attached, or any superior authority, provided that where death has resulted, the competent authority shall be the Chief of Staff;
- (e) “court martial” includes:-
 - (i) an officer exercising authority under section 23 of the Pakistan Army Act, 1952 (XXXIX of 1952); or
 - (ii) a naval tribunal as defined in section 95 of the Pakistan Navy Ordinance, 1961 (XXXV of 1961);
 - (iii) an officer exercising authority under section 82 or section 86 of the Pakistan Air Force Act, 1953 (VI of 1953);

- (f) “person subject to military, naval or Air Force law” includes a person not otherwise subject to any such law who is brought before a Magistrate and is accused of an offence mentioned in clause (d) of section 2 of the Pakistan Army Act, 1952 (XXXIX of 1952), or sub section (3) of section 2 of the Pakistan Navy Ordinance, 1961 (XXXV of 1961), or clause (dd) of section 2 of the Pakistan Air Force Act, 1953 (VI of 1953).

APPENDIX 32.10(5)

ARMY REGULATION (RULES)

VOLUME-I

INITIATION OF CRIMINAL PROCEEDINGS IN CIVIL (CRIMINAL) COURTS

363. **Against persons subject to PAA.** Subject to the provisions of Rule 371, criminal proceedings in civil (criminal courts may be initiated by: -

- a. The police on the complaint of a private individual or on arrest by them for a cognizable offence.
- b. A magistrate taking cognizance suo moto, or on the complaint of a private individual.
- c. The military authorities on a report to the police or to a magistrate that a civil offence has been committed.

364. **Against persons NOT subject to PAA.** Criminal proceedings may be initiated in accordance with the provisions of the Code of Criminal Procedure, 1898, by a report to the police or complaint to a magistrate.

365. **Legal Advice.** When the Army is directly interested, financially or otherwise, in the prosecution in a civil court, of an offender whether subject to PAA or not, the case will be referred to the Directorate concerned at GHQ in accordance with Rule 377.

366. **Deleted.**

367. **Briefing the Counsel.** The military headquarters concerned will be responsible for instructing the counsel or the government pleader etc; conducting the case, on facts well in advance to enable him to prepare the case. Whenever so required by the counsel etc; an officer able to answer material questions concerning the case will be detailed to appear with the counsel.

368. **Copies of Judgments.** With translation of vernacular, judgments are supplied free of charge, on application by the OC Unit or head of department.

Concurrent Jurisdiction

369. **Offences.** Pursuant to PAA sections 94 and 95, a person subject to military law can be tried either by a court martial or by a civil (Criminal) court for:-

- a. All civil offences, except those mentioned in sub section (2) of section 59 of the Pakistan Army Act; and
- b. Military offences falling under PAA section 29 (a), 32 (1), 32(2)(a) 40 and 53.

If an offender is in military/ civil custody, the OC unit will take steps to request the prescribed military authority to decide in which court the proceedings shall be instituted but in cases falling under section 59 of the Pakistan Army Act, not being cases covered by the proviso to that section, in specified in PAA Rule 168.

370. **Claiming the Accused for Trial.** Under section 94, PAA it rests in the discretion of the prescribed officer given in PAA Rule 168 to decide whether the proceedings shall

be instituted before a court martial or before a civil (Criminal) court. However, if the civil (Criminal) court issues a written notice decides not to hand over or deliver the offender as required by the said notice, then the said prescribed officer will forthwith refer the question of the trial for determination by the Federal Government. The criminal court will be kept informed, in writing, of the course adopted.

371. In claiming the trial of the accused by court martial, the military authorities will be guided by the following principles:-

- a. In cases falling under Rule 363 a and b, the military authorities may decline to interfere with the course of civil law. May claim the accused for military trial, or, if the offender is already in military custody, order trial by court martial, if the accused is legally liable thereto. Provided that trial by court martial will be deferred until decision of the Federal Government on any representations made under section 95 PAA, has been received.
- b. In cases covered under Rule 363 c, the military authorities may order trial by court martial only if;-
 - (1) The complaint is wrongly dismissed or the accused is wrongly discharged by the civil (Criminal) court provided such a dismissal or discharge does not amount to acquittal; or
 - (2) When the accused is acquitted by the civil (Criminal) court but is liable, even on the same alleged facts, to be tried for a purely military offence for which he could not have been tried by the civil

(Criminal) court. For example, a sepoy, who was sentry when a theft occurred, is acquitted by the civil court on charge of theft or complicity therein, but it came out that he was found asleep on his post, could be then tried by a court martial under section 28 (a) PAA.

372. General Directions.

- a. Cases which must or should be tried by the civil court will be handed over to that court at the earliest possible stage.
- b. An OC unit will afford the civil authorities every assistance in his power in the execution of proceedings against any person under his command.
- c. A person subject to PAA released on bail and awaiting trial by the civil power will, during the period he remains on bail, perform all military duties without prejudice to his trial, and will be surrendered to the civil authorities whenever legally required to do so.
- d. An OC unit will comply immediately with an application from the civil authorities for an escort for a soldier in civil custody (including a deserter). Depending upon the number, offences, characteristics of prisoner and the duration of the journey, the strength of the escort will be at the discretion of the unit commander. See AR (I) 232 and 568.

FORM NO. 32.11(4)

POLICE DEPARTMENT

_____ DISTRICT

REGISTER OF DESERTERS

1	2	3	4	5	6	7	8	9	10	11
Serial No.	Date of entry in this register.	Name, parentage, caste and description of deserter.	Residence.	Date of desertion and regiment or corps of deserter.	Reference to letter intimating information regarding deserter.	Date of arrest.	Name and rank of officer arresting deserter.	Remarks showing action taken to secure arrest.	Date of handing over.	Reference of letter intimating arrest.

To be drawn by hand in an open foolscap size register maintained in the office of Head of District Police in English according to police stations. Urdu counterpart to be maintained in each police station.

FORM NO. 32.11(5)

DESCRIPTIVE ROLL OF A DESERTER

POLICE DEPARTMENT.

_____ DISTRICT.

_____ District.

Annual Serial No.

1. Name.
2. Father's name.
3. Caste.
Village.
4. Residence Police Station.
District.
5. Description.
6. Regiment to which belonging.
7. Date of desertion.
8. Place of desertion.
9. Remarks.

FORM NO. 32.17(5)

BAIL BOND

(Urdu form in terms of Form XXV in Schedule V, Criminal Procedure Code).

FORM NO. 32.20(2)

POLICE STATION (NAME).

DISTRICT.

REPORT OF ARREST

(Under Section 62, Criminal Procedure Code)

I have the honour to report that _____, son of _____ caste
_____, resident of _____, has been apprehended (or detained as the case may
be) this day at _____ o'clock, as he is accused, of _____.

Dated _____ }
The _____ }

Officer incharge Police Station

To be lithographed on a post-card.

APPENDIX NO. 32.22(3)

SCALE OF DIET FIXED FOR A AND B AND BETTER CLASS UNDER TRIALS ACCUSTOMED TO THE SUPERIOR MODE OF LIVING

(i) Superior diet shall be provided according to the following scale; provided that the Inspector-General may, with the approval of the Government, modify or alter the scale of diet to suit the local conditions: -

Name of article.	Diet Scale for Meat eaters.		Diet Scale for Vegetarians.	
	Kgr.	Grs.	Kgr.	Grs
Wheat atta	0	583	0	583
Dal	0	117	0	117
Meat	0	017	0	-
Milk	0	233	0	583
Vegetable Ghee	0	029	0	029
Sugar	0	058	0	058
Tea	0	029	0	029
Milk for tea	0	117	0	117
Vegetables	0	117	0	233
Potatoes	0	117	0	017
Condiments	0	01	0	015
Salt	0	015	0	005
Firewood	1	886	1	886

(ii) Meat eaters can exchange meat with eggs or fish when available, or liver, kidneys, brain, etc. provided cost does not exceed that of the authorized amount of meat 175 grs.

(iii) Loaf bread weighing up to 467 grs. may be substituted for wheat atta, in the case of foreigners or Pakistanis accustomed to superior diet. 467 grs. rice may be substituted for 583 grs. wheat-atta in case of rice eaters.

(iv) Prisoners will not be permitted to accumulate raw rations from day to day. Unconsumed raw rations will be taken back in the prison stock.

(v) The diet in the case of A class prisoners may be supplemented at their own expense with extra articles of food of a simple character, provided money for its purchase is deposited with the Superintendent of Jail.

(vi) The occasional present of fruits to superior class prisoners by their relatives and friends is permitted at the discretion of the Superintendent. Alcohol, intoxicating drugs and articles of luxury shall not be permitted.

(vii) A copy of the scales prescribed shall be hung up in the rooms or barracks where such prisoners are confined.

The following scales are prescribed for the morning meal of all prisoners: -

Tea	2.3	Grs.
Milk	58	Grs
Gur	29	Grs
Wheat flour	58	Gr

Explanation: - 58 Grs. wheat flour will be cooked as roti for issue to prisoners. 29 Grs. Gur may be replaced by 15 Grs. Sugar where available. If some prisoners do not

favour tea, the Superintendent is authorized to issue them some suitable substitute provided the cost does not exceed at of the scale of tea, Milk and Gur.

(i) **Midday and evening meals.**

The following scale is prescribed for each of the midday and evening meals per prisoner for all labouring prisoners: -

Wheat flour	262	Grs.
Dal043	“
Vegetables	058	“
Salt	007	“
Vegetable ghee (Venaspati)	012	“
Chillies	1.16	“
Turmeric	0.58	“
Garlic or onion1.16	

Non-labouring prisoners shall also get the above scale except in the case of wheat flour which shall be 203 Grs. per prisoner per meal.

Explanation: - In accounting for the issue of petty rations, such as vegetable ghee, chillies, turmeric, etc. fractions up to one half should be disregarded and those in excess of one half should be shown as one chatak and entered accordingly in the diet register and stock book of rations, provided that the total issued does not exceed the scale fixed.

(ii) Dal of the same kind should not be issued at two consecutive meals. Vegetable shall be issued cut up and ready for the pot.

(iii) Beef at the scale of 58 Grs. per head per meal shall be issued twice a week in place of dal. Beef and vegetables will be cooked as one dish. Beef without bone shall be issued.

NOTE: - Potatoes instead of beef shall be issued to Hindu and Sikh Prisoners.

(iv) On the first Thursday of every month 233 Grs. rice per prisoner will be cooked either as pluaao or sweet rice. Beef allowed at (iii) above will be used for cooking pluaao. No dal will be issued for the mealtime when beef is cooked nor wheat flour when rice or pluaao is given. Vegetable ghee at 12 Grs. per head will be allowed to cook pluaao and sweet rice and 117 Grs. of Gur per head if sweet rice is made. No vegetables and dal will be cooked when pluaao or sweet rice is issued.

(v) The following scale of condiments is allowed per prisoners for cooking pluo: -

- (1) Alaichi Kalan1.16 Grs.
- (2) Zeera1.16 Grs.
- (3) Dar Chini1.16 Grs.

FORM NO. 32.27(1)

CERTIFICATE REGARDING IDENTITY OF AN ACCUSED

From police station _____ district _____ to officer incharge of police station _____ district _____ ACCUSED _____, son of _____, caste _____, age _____, description _____, resident of Mohalla _____, village, or city _____, police station _____, district _____, has been arrested in connection with first information report No. _____ under section _____. He gave his name and residence as noted above, and states that he is known to _____ and _____ lamardars and respectable men of the village. Kindly answer the questions written on reverse of this certificate.

Dated _____.

Signature of Station House Officer.

(Reverse).

Questions.	No.	Answers.
1. Are his name, address and residence as given by him, correct?		
2. Can the lamardars and respectable men identify the man of this name, address and residence and do they give the same description as given by me on reverse?		
3. If already classed "P.R." convict, the district serial No. of the "P.R." slip should be noted.		
4. If he is not a "P.R." convict, should he be recommended to be declared a "P.R." or "P.R.T." convict now?		
5. Give his previous convictions in detail, if any.		

REPLY

Form Police Station _____ district _____ To officer incharge of Police
Station _____ district _____. The history of this man has been
ascertained through _____ of _____ and your questions have been
answered.

Dated _____.

Signature of Station House Officer

FORM NO. 32.33(1)(E)

POLICE DEPARTMENT.

_____ DISTRICT

IDENTIFICATION OF SUSPECTS

NOTE: - Whenever it is necessary to submit any person suspected of having been concerned in any offence for identification, particular care should be taken, pending the arrival of the identifying witnesses to keep the suspect in some place where they cannot have access to him. On their arrival the suspect should be placed with 8 or 9 men similarly dressed, and of the same religion and status, and the identification carried out whenever possible in the presence of a court or independent witnesses who should be asked to satisfy themselves that the identification has been conducted under conditions precluding the possibility of collusion. Care must be taken that the identification by each witness is done out of sight and hearing of the other identifying witnesses.

1	2	3	4	5	6
Date and place of identification.	Name of witness.	Name of suspects he identifies.	Description of manner in which the rule regulating such identifications were complied	Signature of court or other witnesses in whose presence the test is carried out	Signature of Police Officer in charge.

Chapter No. XXXIII

Legal Branch

33.1 **Organization:** -(1) There shall be a legal branch in the Provincial Police Headquarter headed by an officer not below the rank of Deputy Inspector-General of Police (legal) and consisting of such number of officers of senior and junior ranks of legal branch in the ranks of Senior Superintendent of Police, Deputy Superintendent of Police and Inspector, as the Government may determine from time to time on the recommendation of the Provincial Police Officer.

(2) There shall be a legal branch in the Capital City District headed by an officer not below the rank of Senior Superintendent of Police (legal) and consisting of such number of officers of senior and junior ranks as the Government may determine from time to time on the recommendation of the Capital City Police Officer.

33.2 **Administration:** -(1) The branch shall be administered by the Head of the legal branch in the Province subject to overall direction, control and supervision of the Provincial Police Officer.

(2) The branch in the Capital City District shall be administered by head of the legal branch subject to the direction, control and supervision of the Capital City Police Officer.

33.3 **Legal branch units:** -(1) There shall be legal branch units in the Central Police Office, Investigation Branch, Crime Investigation Department and in the districts.

(2) The legal branch unit in the Central Police Office and in the Investigation Branch shall be headed by an officer of the legal branch not below the ranks of Assistant Inspector-General of Police (Legal).

(3) The head of legal unit in the Crime Investigation Department and in the districts shall be an officer of the legal branch not below the rank of Superintendent of Police.

33.4 Duties of the branch in the Central Police Office: - The duties of the branch at the Central Police Office shall include the following: -

- (a) Administration of the branch subject to the control, direction and supervision of Provincial Police Officer.
- (b) Tendering legal advice.
- (c) Circulation of new laws and decisions of superior courts.
- (d) Vetting of comments in writ petitions, service appeals, civil suits and other cases.
- (e) Vetting of notifications, legal documents and other legal matters.
- (f) Drafting of laws, rules and standing orders.
- (g) Consolidation of Annual Administration Report.
- (h) Maintenance of the law libraries.
- (i) General guidelines for the completion of legal obligations in cases.
- (j) General guidelines for the improvement of investigation.
- (k) Assessment of the process servicing.
- (l) Assistance in cases requiring revisions and appeals.
- (m) Annual assessment report on the working of the branch as a whole.

- (n) Liaison and coordination with office of Advocate-General.

33.5 Duties of legal units in Districts, Capital City District, Investigation Branch and Crime Investigation Department etc.: - The duties of legal units in districts, Capital City Districts, Investigation Branch, Crime Investigation Branch etc. shall include the following: -

- (a) Administration of the legal unit;
- (b) Tendering of legal advice, vetting of comments and maintenance of law library.
- (c) Circulation of relevant laws and relevant extracts from judgments of the Superior Courts.
- (d) Drafting of laws and rules and standing orders.
- (e) Preparation of annual administration report.
- (f) Process serving.
- (g) Liaison and coordination with prosecutors.
- (h) Supervision and distribution of work among officers of the legal branch and the police personnel attached to the legal units.
- (i) Checking of files etc for SP Investigation.
- (j) Taking charge of, and dealing with, articles and property received in connection with cases as well as of unclaimed and suspicious property received from police stations for orders of the competent authority.

- (k) Supervision of the transmission of warrants and summonses to the executive police under the orders of the court for service without delay.
- (l) Keeping the Head of the Investigation Branch and Head of District Police, informed of all important matters in connection with criminal cases.
- (m) Sub-mission of a daily diary in Form 33.5(m) received from Head of the Prosecutions Service in the district showing cases sent for trial, convicted, discharged and pending in court on that particular day.
- (n) Ensuring that payments for bills submitted for all judicial expenses incurred by officers in charge of police stations are made promptly, by the Nazar. For this purpose a register in Form 33.5(n) shall be maintained. For all sums of money received from the Nazar, a receipt must be given in Form 37.14(1). One combined receipt for all sums received from the Nazar on any one day may be given.
- (o) Ensuring that the results of cases in courts are promptly communicated to police stations concerned according to rules, and especially to bring to the notice of the Head of the Investigation Branch and the Head of the District Police together with an abstract or copy of the judgment if necessary, orders of acquittal, or discharge or other orders of court, which reflect in any way on the conduct of the police.

- (p) Keeping in view the orders regarding the formation of criminal museum at Police College, obtaining orders of the Head of District Police for the acquisition of such weapons, instruments or other articles connected with cases sent up for trial, as may be considered useful as exhibits of educational value, and to forward them with a brief account of their use or object to the Commandant, Police College.
- (q) Supervision of the work of the Urdu Office of the Head of District Police and to exercise a close and constant check on the maintenance of registers pertaining to the legal unit. In this respect, Head of legal unit, is directly responsible as Assistant to the Head of District Police.
- (r) Performing scrutiny and vetting of political diaries of the security branch.
- (s) Vetting necessary documents in departmental inquiries.
- (t) Giving legal assistance in preparation of comments on writ petitions filed against police officers.
- (u) Giving legal assistance in preparation of comments in appeals/ representations filed by the police officials/ officers against the orders of Head of District Police and other superior police officers.
- (v) Arranging for representation in civil suits/ writ petitions and service appeals.

- (w) Assisting in the preparation of cases falling under the purview of Police Order 2002, and in such cases where officials of the police department have been subjected to criminal assault or criminal intimidation by public.
- (x) Making necessary arrangements for ensuring compliance of Police Rules 32.31.

33.6 Registers to be maintained by the Head of legal units: -The Head of the legal units shall, with the help of his assistants, maintain the following registers: -

- (1) Register of case property in Form 33.6(1). This register is a permanent record showing details of property which has been in the custody of the police for over three years.
Property in cases in which the accused are absconding, and the retention of which is necessary for purposes of evidence, may be transferred to this register as soon as proceedings under section 512 Code of Criminal Procedure, are complete.
- (2) Register of issue from, the return to, the Malkhana of case property daily produced in courts and of pending cases in Form 33.8(1).
- (3) Register of warrants of commitment to jail, and of orders for the reception of lunatics into asylums, in Form No. 33.6(3).
- (4) Register of receipt and despatch of under-trial prisoners in Form No. 33.6(4).

- (5) Registers of warrants and summonses received from the courts for execution and service by the police in Form 33.6(5). This register may be destroyed after two years of its completion.
- (6) Register of intermediate Orders in Form 33.6(6). This register may be destroyed two years after being completed.
- (7) Register of securities for good behaviour in Form 33.6(7).
This register shall be divided into separate parts for each police station in the district. At the end of each year the names of those persons remaining on security shall be re-written in the order in which their securities are timed to expire.
- (8) District register of absconders, in English, in Form 33.37(1).
- (9) Register showing the progress of action against absconders in Form 33.38.
- (10) Register of proclaimed offenders. Form 33.39(1).
- (11) Register of Cognizable Offences Rule 28.12(1).
- (12) General Crime Register Rule 33.23.
- (13) Register of judicial expenses bills rule 33.5(n).
- (14) Register of records of bails in Form No. 33.6(14).
- (15) Register of record of writs petitions in Form No. 33.6(15).

33.7 Duties in connection with property other than unclaimed property: -(1) At headquarters, the Head of Legal unit, with the assistance of his staff, shall take charge of weapons, articles and property for their safe custody until the case is decided. When final

orders are passed in the case, such weapons, articles and property shall, if not made over to the owner, be made over to the District Nazir.

(2) He shall similarly take charge of, and be responsible for, the safe custody of property which may be found under the circumstances that raise suspicions of the commission of any offence until the issue of the proclamation under section 523 of the Criminal Procedure Code, when such property be made over to the District Nazir.

(3) Property connected with a case in which the accused is at large and has been proclaimed shall, if likely to be of material advantage to the prosecution, be kept in a strong box in Malkhana. If such property excepting valuables is too large to be kept in the strong box it may be kept on separate racks. If, after 50 years, the case still remains undecided, the property shall be made over to the District Nazir for disposal. When there are claimants to the property who would suffer hardship through its retention the orders of the court shall be taken.

(4) Within the first ten days of each quarter, the Inspector (Legal) shall verify all property of which he is in charge and shall submit a certificate to the Head of District Police and Head of the Investigation Branch that he has duly carried out the verification. Where an Inspector (Legal) is in sole charge of property or is in joint charge with the Assistant Sub-Inspector, if any, the Assistant Sub-Inspector shall be present during the verification and shall also sign the certificate.

33.8 Safe custody of property: -(1) Weapons, articles and property sent in connection with cases shall on receipt be entered in Register No. 1 maintained vide Rule No. 33.6(1) and shall (excluding live stock) be properly stored in the Malkhana of the

Legal unit or the police stations. When required for production in court such articles shall, at headquarters, be taken out in the presence and under the personal orders of Inspector (Legal) or an officer of rank not less than Assistant Sub-Inspector, and an entry made in the register of issue from and return to the Malkhana, which register shall be maintained in Form 33.8(1). Animals sent in connection with cases shall be kept in the cattle pound, and the cost of their keep shall be recovered from the District Nazir in accordance with rule 29.50(4).

(2) In all cases in which the property consists of bullion, cash, negotiable securities, currency notes or jewellery, exceeding value of Rs. 15000/- the Head of Legal unit, shall obtain the permission of the court to make it over to a Treasury Officer for safe custody in the Treasury.

(3) All such jewellery and other valuable property of small bulk, which is not required under sub-rule (2) above to be sent to the treasury, shall be kept in a locked strong-box in the Malkhana. Each naib court shall be provided with a strong box in which he shall keep all case property while it is in his custody in the court to which he is attached. Case property shall invariably be kept locked-up in such box except when it is actually produced as an exhibit in the course of proceedings. After being so produced it shall be immediately placed again in the lock-up box. Boxes shall be provided by the District Nazir.

(4) Property taken out of the main Malkhana for production in the court shall be signed for by the naib court concerned in register maintained vide Police Rules 33.8(1) and the Inspector (Legal) or Assistant Sub-Inspector, Malkhana, authorizing the removal

shall initial this entry. Such officer shall similarly, after personal check, initial the entry of return of the property to the main Malkhana on the closing of the courts.

(5) Every day, when the courts close, Inspector (Legal) or the Assistant Sub-Inspector, Malkhana, shall personally see that the articles produced in court are returned to Malkhana and restored to their proper places, in the shelves, cupboard or strong box and registered as required by sub-rule (4) above. The opening of the Malkhana in the morning and its closing in the evening shall invariably be in the presence of the police officials named in this rule. Animals brought from the pound shall be repounded.

33.9 Property of prisoners to be taken charge of: -(1) Money or other property found on the person of an under trial prisoner, other than necessary wearing apparel, shall be taken charge of by the police officer and an entry of it made in Register No. 1 maintained under Police Rule 33.6(1). A list of such articles shall be recorded on the back of prisoner's warrant and the Head of Legal Branch shall see that they are made over or forwarded to the prisoner, if he is discharged, or acquitted or punished otherwise than with imprisonment. An acknowledgement of the receipt of such property shall be obtained in Register No. 1 referred to above.

(2) If the prisoner is sentenced to imprisonment the articles shall be sent to the officer incharge of the jail, a reference to whose acknowledgement shall be given in register No.1 referred to above.

33.10 Charge sheets preparation: -(1) When an accused person is sent for trial the charge sheet (Form 29.57(1)) shall form the final report required by section 173 of the

Code of Criminal Procedure. Loose forms of charge sheets shall be kept at each police station to enable investigating officers to prepare and submit them even when they are away from their police stations.

(2) Except where it is necessary to present charge sheet before a court on tour or elsewhere than at the headquarters of a district or a sub-division, Circle Officer incharge of the investigation of cases of the police station concerned.

(3) After the initial checking by District Legal unit a memorandum of challan in Form 33.10(3) will be prepared for submission to and orders by the Head of District Police or Head of Investigation Branch as the case may be as to whether the case is to be put in court or whether further enquiry or investigation is needed within stipulated period.

(4) In all serious cases, when the accused has been arrested and prima facie evidence has been produced, the Investigating Officer shall send the accused for trial without delay, and the challan shall not be withheld beyond fourteen days under any circumstances, whether the investigation is complete or not. When available evidence has been recorded, remand or adjournments under section 167 or 344, Code of Criminal Procedure, shall be arranged as may be necessary. Evidence obtained subsequently shall be produced before the court by a subsidiary challan.

33.11 Charge sheet slips and road certificates: -(1) With every charge sheet shall be sent-

- (a) A charge sheet slip in Form 33.11(1)(a).
- (b) A road certificate in Form 37.17.

(2) On the completion of the case in court, the convictions slip shall be filled in by the court trying the case and returned to the office of the Head of District Police by the officer incharge of the Prosecution in the District. The result of the case shall, then be entered in the General Crime Register and the English Register of cognizable Offences, and communicated to the police station concerned.

(3) A list of any weapons, articles, or property to be produced in the court in connection with the case shall be entered in the Road Certificate and sent to the District Malkhana (police) or Sub-divisional Malkhana (police), as the case may be, after the production before the Court. If such articles are received correct an officer not below the rank of Assistant Sub-Inspector, shall sign a receipt for them on the road certificate and return it to the police station.

33.12 Police brief: -(1) In all important cases sent for trial, the investigating officers shall, when-ever possible, instruct the concerned prosecutor. In such case, he will also prepare a “Police Brief” in Form 33.12(1) and shall mention therein all matters connected with the case including the probable line of defence, which in his opinion, should be specially brought to the notice of the latter.

(2) In unimportant and simple cases no “Police Brief” need be prepared.

33.13 Proof of previous convictions: -(1) Previous convictions shall be proved as laid down in section 511 of Criminal Procedure Code.

(2) Requisitions for particulars of previous convictions when required by the police shall be made in Form 33.13(2).

(3) It is the duty of the police, in conducting the investigations, to take proper steps to establish the identity of an accused person and to obtain and produce evidence of previous convictions against him.

(4) Requisitions for particulars of previous convictions should, therefore, be made early during the investigation, but, if there be sufficient grounds, an officer of the District Prosecution Service may apply to the court for an adjournment under section 344, Code of Criminal Procedure, so as to produce evidence of previous convictions.

33.14 Appeals and access to judicial records: -(1) Applications for the representation of the state in criminal cases, for the institution of appeals against orders of acquittal or for the exercise of its powers of revision by the High Court, shall be made through the Head of Prosecution Service of the District, upon the request of Investigation to the legal wing.

(2) Under the standing orders of the High Court, Heads of District Police are entitled to peruse the judicial record in all cases where a police officer is convicted or, though acquitted, is left under suspicion or censured. The object of this is to enable departmental action to be taken where necessary. Copies of judgment and translation of the same where necessary, in such cases, shall be supplied free of charge.

(3) The Provincial Police Officer, Capital City Police Officer or City Police Officer as the case may be, on giving reasons may call for the record of any decided case in which the police are affected. Unless there are grave reasons to the contrary, in which case the Sessions Judge will decide the point, the request will be complied with. The

Provincial Police Officer, Capital City Police Officer or City Police Officer as the case may be, has a right to call for the records in all cases of professional crime.

(4) Courts are required to send to the Provincial Police Officer, Capital City Police Officer or City Police Officer as the case may be, record copies of such confessions as may be of value to the police.

(5) All modifications of original decisions made in appeal, revision or reference, are required to be communicated by the in charge of the District Prosecution Service to the Head of District Police concerned.

(6) Copies of judgments and depositions required by police officers in the course of their duties are exempted from the charge authorized under the Court Fees Act, but not from copying fees.

(7) With the exceptions noted above, police officers are not entitled either to have original judicial record, handed over to them for perusal or to obtain copies free of charge. On frequent occasions when it is necessary for a Head of District Police, in the discharge of his duties, to study the evidence and decisions recorded at a trial, the proper channel for obtaining access to such record is through the authority of the incharge Prosecution Service concerned.

(8) When a perusal of the original record will suffice copies should be dispensed with, as fees for them have to be paid in every case, whether from police or judicial funds. It is the practice of the High Court to print the proceedings in all cases in which death sentence is inflicted and it is some times possible in such cases to obtain spare copies of the printed record on making an application to the Registrar of the High Court through the Additional Inspector-General of Police, Investigation Branch.

33.15 Maintenance of order and watch over prisoners in courts: -(1) On every day when the courts are sitting, sufficient number of police shall be provided in the precincts of the courts to guard prisoners, take into custody persons who surrender to their bail, whose bail bonds are cancelled, or who may otherwise be arrested by the order of a court and to preserve order in and in the neighbourhood of the courts. The guard in court shall be strengthened, when prisoners are of a desperate and dangerous character, or when a case is being heard which is likely to cause public excitement or demonstrations.

(2) All prisoners under arrest shall invariably be thoroughly searched before being taken into court; the police officer in command of the party furnishing guards for prisoners shall be personally responsible that this is done. If, in accordance with rule 32.21, prisoners have been brought to the court in handcuffs, the handcuffs shall not be removed unless this is specially ordered by the presiding officer of the court.

33.16 Production of police records as evidence: -(1) A police officer is bound, under the provisions of Article 158 of Qanoon-e-Shahadat Order No. X of 1984, to produce any document in his possession or power if summoned to do so, but, if such document is an un-published official record relating to any affair of the state, he is prohibited by Article 6 of the said Order from giving evidence, derived from it and the court is prohibited from inspecting it.

(2) The following police records are privileged under Article 6 of Qanoon-e-Shahadat Order. If their production is demanded, a certificate in Form 33.16(2) must be obtained from the Provincial Police Officer, Capital City Police Officer or City Police Officer as

the case may be, by the police officer called upon to produce them. The former may, at his discretion, allow evidence derived from such documents to be given and in order to enable him to exercise this discretion it is important that a police officer claiming privilege in respect of any document, should submit either the original document, a copy or a full translation if it is in vernacular, together with a report indicating why it is necessary to claim privilege and also that his claim is justified: -

- (a) The Surveillance Register. (Rule 30.64(1)).
- (b) Village Crime Register, Part IV (Rule 30.62(1)).
- (c) History Sheets (Rule 30.70(1)).
- (d) Bad Character Rolls and Information Sheet (Rule 30.67 and 30.75).
- (e) Case Diaries (Rule 29.55).
- (f) All unpublished orders of Government or of the Provincial Police Officer, Capital City Police Officer or City Police Officer as the case may be, contained in the police gazette.
- (g) All documents or records, which are classed as “Secret” or “Confidential”.

(3) While the prohibition of the giving of evidence derived from other police records is not absolute, the provision of Article 7 of Qanun-e-Shahadat Order permits a police officer to refuse to disclose orders or other communications made to him in the course of his official duties, when he considers that the public interest may suffer by such disclosure.

(4) When the production of official correspondence is in question, the head of the office possessing such correspondence has authority to grant or withhold permission under Article 6 of Qanun-e-Shahadat Order. In exercising this discretion he shall be guided by the general rule that correspondence may not be produced without the permission of the highest authority concerned.

33.17 Record of conviction: -(1) Convictions and orders to execute bonds in all cognizable police cases shall be entered in;

- (a) Urdu General Crime Register and the English Register of Cognizable Offences which are maintained in the office of the Head of District Police;
- (b) in the First Information Report Register which is maintained at the police station reporting the offence.

(2) Conviction and orders in the cases detailed below shall also be entered in the Conviction Register which, for the purpose of section 75, Pakistan Penal Code, is maintained in each police station as prescribed in Chapter-XXX of Police Rules.

1: - (PAKISTAN PENAL CODE)

Chapter	Sections	
XI	193 to 195.	Giving or fabricating false evidence.
XI	211 / 377.	False charge of committing an unnatural offence.
XII	231 to 232.	Counterfeiting of coin.
	233 to 235.	Making, buying, selling or having in possession instruments or material for counterfeiting coin.
	236.	Abetting the counterfeiting of coin out of Pakistan.

XIII	237 to 238. 239, 240, 242, 243,	Import or exports of counterfeit coins. Possession or delivery of counterfeit coin.
Chapter	Sections	
	244.	Unlawful alteration of weight or composition of coin by person employed in Mints.
	245.	Unlawful removal of coining instruments from Mints.
	246 to 253.	Unlawful alteration of weight, composition or appearance of coin and possession and delivery of such coin.
	255.	Counterfeiting of Government stamps.
	256 to 257.	Making, buying, selling or having in possession instruments or material for counterfeiting Government stamps.
XII	258 to 259.	Possession or sale of counterfeit Government stamps.
	260.	Using of counterfeit stamps.
	261 to 263.	Fraudulent effacement or erasure of Government stamps.
XVI	311.	Being a thug.
	354.	Indecent assault on a woman.
Zina Ord.	10,11	Kidnapping, rape and zina Ordinance.
XVI	377.	Unnatural offence.
XVII	379 to 382.	Thefts of all kinds and Sarqa.
	384 and } 386 to 389. }	Extortion of all kinds, except section 385 and Harabah.
	392 to 394 & } 397 to 398. }	Robbery of all kinds/ Harabah.
	395 to 396, } 399 to 402. }	Dacoity of all kinds/ Harabah.
	400 to 401.	Belonging to a gang of thieves or dacoits.
	404.	Dishonest misappropriation of property belonging to a deceased person.
	406 to 408.	Criminal breach of trust by public servant.
	411 to 414.	Receiving stolen property.

	418 to 420.	Cheating of all kinds, except simple cheating, section 417.
	429 to 433& 435 to 440 }	Serious mischief.
Chapter	Sections	
	449 to 452.	House-trespass in order to commit an offence.
	454 to 458.	Lurking house-trespass or house-breaking other than simple, section 453.
	459 to 460.	Grievous hurt or death caused in house-breaking.
	461.	Dishonestly breaking open a closed receptacle.
	462.	Fraudulently opening a closed receptacle held in trust.
XVIII	465 to 469.	Forgery.
	489 A to 489 B	Forgery of currency notes and bank notes.
	All offences liable to 'Hadd' under Islamic Laws. Act, all cases of ATA.	

II: -(CODE OF CRIMINAL PROCEDURE)

Chapter VIII. –Section 108, 109 and 110 –Bad livelihood.

III: -(MISCELLANEOUS ACTS)

All offences, in cases in which the subsequent proof of the conviction so recorded would render the person convicted liable by law to enhanced punishment on subsequent conviction of the same or similar offence by reason of the proof of such former conviction, and all offences in which, upon such proof, the law establishes a presumption in favour of the prosecution.

NOTE: -Convictions for looting, dacoity, possessing unlicensed firearms, giving false evidence, child lifting and abduction of women theft of arms and ATA shall also be entered in the Conviction Register.

33.18 Entries in conviction register when made: -(1) The entries shall be made immediately after the expiry of the limitation period for filing an appeal.

(2) In case appeal is filed and the convictions is set aside or modified, entries to that effect shall be made in the conviction register.

33.19 Entries of conviction how and when made: -(1) Entries of convictions shall ordinarily be made from conviction slips.

(2) When the entry has been made in the General Crime Register the conviction slip shall be sent to the police station.

33.20 Despatch register of charge sheets and conviction slips: -(1) A Despatch Register of charge sheets and conviction slips referring to cases included under rule 33.19 shall be maintained in Form 33.20(1) by official in charge of the General Crime Register. Separate pages shall be allotted for each police station in the district and for conviction slips received from the courts of other districts.

(2) After the necessary entries have been made in the First Information Report Register and Conviction Register, conviction slips shall be returned for record in the office of the Head of District Police from where these were despatched.

33.21 Despatch of conviction slips in other cases: -(1) If the charge sheet slip refers to the conviction of a person for an offence included under rule 33.17 of a person who is a resident of a police station other than that from which the case was sent for trial, the officer incharge of the General Crime Register shall send a conviction slip in Form

33.21(1) in addition to sending the charge sheet slip to that police station of which such person is a resident.

(2) If such police station is in another district the conviction slip shall be sent through the Head of District Police.

(3) If there is any doubt as to the residence of a convict, or if a convict is unidentified or belongs to foreign territory, the conviction shall be recorded in the police station from which the case was sent for trial. In such a case a notice may be sent for publication in the Criminal Intelligence Gazette.

33.22 Intimation of convictions from courts: - Convictions in cases included under rule 33.17 which are dealt with by the courts direct, shall be entered in the Conviction Register on receipt of intimation from courts.

33.23 General crime register: - A General Crime Register in Form 33.23 shall be maintained in Urdu in the office of each Head of District Police.

(1) The particulars of every cognizable offence reported to the police shall be entered in such register.

(2) The register shall be divided into groups of offences corresponding with Statement "A" of the Annual Report. At the top of the first page allotted to each group shall be written the heading of the group and the pages shall be cut to display the headings.

(3) On the receipt of the counterfoil of the first information report the return-writer shall enter in the register as many of the particulars required as may be possible, and shall

endorse on such counterfoil the words "Entered contents in the General Crime Register" with the date and his signature. As the investigation proceeds he shall enter from the case diaries any additional particulars necessary to complete the form, and shall similarly endorse such case diaries

(4) If a case sent up by the police is convicted under a section of law, other than that entered in the register, a red line shall be drawn through the original entries and fresh entries made under the group which includes the offence of which the offender is actually convicted.

(5) If one person is convicted of the offence originally entered, and another person of a different offence, the original entry shall be corrected and a fresh entry made of the separate conviction.

(6) Every erasure and alteration shall be made so that the original entry remains legible.

(7) Cases cancelled or transferred to other districts shall be erased by a red line drawn through them, and an entry made giving an abstract of the order of cancellation or transfer, with the date and the name of the officer who made it.

(8) At the close of each year the register for the year in question shall be totalled.

(9) Each group of offences after deducting cases cancelled and transferred shall be totalled separately, these totals being required for the preparation of annual statistics of crime.

(10) Each annual volume shall be strongly bound and kept for ten years.

33.24 **General crime register. Rules for maintenance of:** - The following rules shall regulate the maintenance of the General Crime Register and the preparation of the annual statistics of crime: -

- (i) Each separate offence shall be reckoned as a separate case, although several such offences may have been joined for the purpose of the trial.
- (ii) The question whether a set of acts constitutes one offence or more than one offence shall be determined with reference to section 235, Code of Criminal Procedure.
- (iii) In prosecutions for bad livelihood and for nuisance under the provisions of Police Order 2002, a separate case shall ordinarily be entered for each person arrested.
- (iv) When a case is sent for trial and a final order is passed, such case shall be entered under the section of the law under which the accused person is convicted or acquitted. The final order is the order, which stands after all appeals have been heard.
- (v) If such conviction or acquittal covers the facts reported by the police, the police returns shall, if they differ, be amended accordingly and the original report cancelled.

ILLUSTRATIONS

- (a) The police sent up A for trial of murder. A is convicted of culpable homicide. The returns shall be corrected by an entry under culpable homicide and by cancelling the entry under murder.
- (b) The police sent up B for trial of murder. B is convicted under section 318 Pakistan Penal Code. Here, if a murder was committed, as the conviction does not cover the facts of the police reports though it covers the evidence the police were able to produce, the entry of murder shall stand, and a new entry be made under section 318, Pakistan Penal Code.
- (vi) Cases cancelled by the courts shall be excluded from the police returns, but the arrest of any person in a case thus cancelled, together with the particulars required by the form, shall be shown in the columns relating to persons.
- (vii) A case shall be shown only in the returns of the district in which it was investigated, or if transferred to another district for trial, in the returns of such district.
- (viii) A “decided” case is a case, which has been brought to trial.
- (ix) A “discharged” person is one not brought to trial.
- (x) Bank notes, bills, and cheques payable to bearer shall, when their cash value has been effectually transferred from the person from whom they were stolen or taken in an offence, be entered at their cash value.

- (xi) Bonds, securities, cashbooks, ledgers, and the like shall be entered only at the value of their component materials.
- (xii) Property stolen or recovered shall be entered in the returns of the year in which recovery is made irrespective of the true date of such loss or recovery.
- (xiii) No such loss or recovery shall be recorded in the returns of more than one year.
- (xiv) When a summons case is dismissed or a compoundable case compounded, any person arrested in such case shall be shown as acquitted.
- (xv) If an accused person is discharged and subsequently re-arrested and convicted on the same facts, or if an accused person is acquitted and such acquittal is subsequently quashed and the person convicted on the same facts, only one arrest and one conviction shall be shown in the police returns.
- (xvi) When an accused person dies, commits suicide, or becomes of unsound mind after the commission of an offence, a note of the fact shall be made in the column of remarks of the return in question.
- (xvii) Persons shall be shown as acquitted or discharged, who die before the conclusion of the trial or who are discharged or acquitted in a cognizable offence, whether such offences has been cancelled or whether they are convicted of a non-cognizable offence or not.

33.25 Record of first information reports and case diaries: -(1) Case diaries shall be filed, in order of dates, with the first information report of the case in question.

(2) In the record room of each district police office there shall be an almirah containing three rows of pigeon holes, each row containing as many pigeon holes as there are police stations in the district. A set of three pigeon holes shall be allotted to each police station: -

(a) In the upper row shall be kept complete cases, in which the final report or charge sheet has been received, and papers connected with cases which have previously been removed from the almirah.

(b) In the middle row shall be kept first information reports in pending cases and case diaries which have been duly sorted and placed in order of dates.

(c) In the lower row shall be kept unsorted papers connected with pending cases.

(3) The files of cases under investigation or pending shall be removed from the middle row and placed in the upper row as soon as the final report has been received and filed.

(4) The papers in the lower row shall, as far as possible, be sorted daily and placed with their respective first information reports in the middle row.

33.26 Monthly sorting: -(1) At the end of each month, or sooner if convenient, the cases in the upper row which are no longer pending shall be sorted and divided into separate packets as follows: -

- (a) All traced cases and untracedailable cases, including cancelled cases.
 - (b) Untraced non-bailable cases, in which action under section 512, Code of Criminal Procedure, has been taken.
 - (c) Untracedailable and non-bailable cases in which action under section 512, Code of Criminal Procedure, has been taken.
- (2) Each packet shall be placed in the record room in the current year's bundle of the police station concerned.
- (3) A list of all the first information reports contained therein shall be kept with each packet under (b) and (c).
- (4) In (a) packets the cases shall be arranged in order of the serial numbers of the first information reports.
- (5) At the end of the current year the packets in the current year's bundle shall be removed and placed in other bundles in accordance with sub-rule (3).
- (6) In the record room four separate bundles of case files shall be kept for each police station as follows: -
- (a) One bundle for the current year's case files, which shall contain all the packets under (a), (b) and (c), in accordance with sub-rule(1).
 - (b) One bundle for the previous year's case files containing only packets under (a) of sub-rule(1).
 - (c) One bundle for the case files of the last year but one, containing only packets under (a) of sub-rule(1).

(d) One bundle for the files of all cases under (b) reported during the past five years.

(7) The bundle of each police station shall be tied up in cloth of a distinctive colour and each bundle shall be marked with the name of the police station and the year to which its contents belong, as follows: -

Current year.....(a), (b) and (c) files.

Previous year(a) files.

Last year but one(a) files.

Previous five years(b) files.

(8) The files of cases coming under (c) of sub-rule(1), of all police stations, shall, on removal from the current year's bundle, be tied up together in one bundle in cloth of a distinctive colour.

(9) The bundle shall be labelled "50 years bundle" and names of all the police stations concerned shall be entered on the label.

(10) Such annual bundles shall be kept together in a separate part of the record room.

(11) The packets of case files shall be disposed of as following: -

(a) Packet coming under (a) of sub-rule (1) will be removed and destroyed after two years.

(b) Packet coming under (b) of sub-rule (1) will be removed and destroyed after five years.

(c) Packet coming under (c) of sub-rule (1) will be removed and destroyed after fifty years.

33.27 **Naib courts: -(1)** The naib courts from amongst junior ranks police officers of the district shall be posted by the Head of District Police in the legal unit of the district police for attaching them with the courts dealing with criminal cases including, Sessions Judges, Additional Sessions Judges, Special Courts, Tribunals and every other Court in which the cases by police are sent for trial. They will remain under the control of the Head of the legal unit and shall perform duties assigned to them by the Head of District Police, in consultation with the Head of the Legal unit in the Districts under these rules.

(2) A police officer shall be posted as a naib court as per judicially policy 2009.

(3) The duties of naib courts shall include custody of police files in courts, production of case property in the courts, maintenance of registers of intermediary orders and summons and warrants, speedy return of the Conviction slips, alongwith police files to the Head of the District Legal Unit, immediate despatch of summons and warrants to Head of the legal unit, supply of information to Head of legal unit about progress of important cases, and submission of daily court diaries.

(4) The tenure of a naib court shall be as per judicial policy 2009. He shall not be posted as a naib court again unless he has undergone a tenure of three years in another posting in the police department.

33.28 **Incharge district police Malkana: -(1)** Head of legal unit in a district shall appoint an Inspector Legal as incharge of District Police Malkhana.

(2) In each district one Assistant Sub-Inspector of the district police shall be appointed as the assistant of the Inspector Legal, incharge of the Malkhana, for the purpose of maintaining the registers of case property, prescribed in rules 33.6(1) and 33.8

for receiving, checking, cataloguing and issuing to the naib courts, exhibits and other properties kept in the Malkhana in connection with the cases and unclaimed property.

(3) The duties of this Assistant Sub-Inspector are purely subordinate and his assistance in a routine capacity in no degree relieves the officer incharge of the Malkhana of his personal responsibility as laid down in rule 33.8 for the correctness and security of the contents of the Malkhana.

33.29 Duties of police in connection with unclaimed property: -(1) It is the duty of a police officer under Article 134 of the Police Order 2002 to take charge of the unclaimed property which may either be found by him or which may be made over to him.

(2) A police officer taking charge of the unclaimed property mentioned in sub-rule(1) shall make an inventory (description etc.) thereof in Form 33.29(2) and send three copies thereof to the Head of the District Police who shall retain two copies for further action under Article 135 of the Police Order 2002 and shall send one copy to the District Public Safety Commission. It is mandatory duty of a police officer to furnish an inventory of the unclaimed property to safeguard the interest of the owner of such property so that the same may not be misappropriated.

(3) A police officer taking into possession unclaimed property shall mention clearly in the inventory prepared by him in Form 33.29(2) whether the property is subject to speedy decay. In case the unclaimed property is not subject to speedy decay he shall strike out this portion of the inventory.

(4) In case the unclaimed property taken into possession by the police officer is subject to speedy decay, he shall lay this information before the Head of the District Police immediately in Form 33.29(4) for soliciting orders for the sale or auction of the said unclaimed property as the Head of District Police may decide through a police officer of senior ranks and for depositing the proceeds realized for such sale or auction in the Government Treasury.

(5) In case the unclaimed property is not subject to natural decay but appears to be of the value of less than one thousand rupees, the Head of the District Police may order that the same may be disposed off through auction or sale as he may decide through a police officer of senior ranks and for depositing the net proceeds realized for such sale or auction in Government Treasury.

(6) The sale or auction proceeds of such a sale or auction under sub-rule (4) or (5) shall be delivered to the owner under the direction of the District Public Safety and Police Complaint Commission after the Head of the District Police has satisfied himself about the bonafides of the claim of the person claiming ownership of such property.

33.30 Disposal of unclaimed property through proclamation: - In case the unclaimed property is not of speedy decay or has not been disposed off under sub-rule (4) and (5) of rule 33.29 the Head of the District Police shall issue a proclamation relating to such unclaimed property in Form 33.30 calling upon any person who has any claim to it to appear before him or before any other police officer of senior ranks authorized by him in the proclamation and establish his claim within three months of the issuance of the said proclamation.

33.31 Delivery of unclaimed property to the person entitled: - (1) If any person claiming such unclaimed property appears before the Head of the District Police within the specified period and the latter is satisfied on the basis of the proof produced by the person that the claimant is entitled to such property as has been specified in the proclamation, he shall pass a detailed order mentioning all the relevant particulars about the proof of the ownership for the delivery of the said unclaimed property to such claimant.

(2) In case any person claiming ownership of such unclaimed property has appeared before any officer of senior ranks authorized in the proclamation, such police officer of senior ranks shall forward the record of the proceedings with his findings as to the claim of the person appearing before him to the Head of the District Police for final orders under sub-rule (1).

(3) Head of District Police shall follow directions given from time to time by the District Public Safety and Police Complaint Commission in the disposal of the property under sub-rule (1).

33.32 Disposal of unclaimed property if no claimant appears: -(1) If no person appears before the Head of the District Police or before any police officer of senior ranks authorized in the proclamation issued under Article 135 of the Police Order or if no person has established his claim to such property within the period specified in the proclamation, the Head of the District Police shall refer the case to the District Public Safety and police Complaint Commission with a clear recommendation whether the said

unclaimed property be disposed off through sale or auction by a police officer of senior ranks.

(2) After approval by the District Public Safety and Police Complaint Commission for the disposal of the property either by sale or by auction, the Head of the District Police shall take action accordingly.

(3) The proceeds realized from the sale or auction of the unclaimed property shall be deposited in the Government Treasury.

33.33 Disposal of unclaimed property in case of more than one claimant: - In case more than one person appears before the Head of District Police or before any other police officer of senior ranks authorized in the proclamation, and it is not possible on the basis of the proof produced by such person to accept the claim of one person or reasonable doubt exists on the basis of the proof produced by claimants about the claim or ownership of the unclaimed property, the Head of the District Police shall refrain from passing any order about the delivery of such unclaimed property to any person but shall refer the matter to competent court for a decision under clause (2) of Article 136 of the Police Order 2002.

33.34 Duties of the legal unit in connection with unclaimed property: - The police officer who takes charge of unclaimed property shall prepare inventory and send its copy to the Head of District Police through Head of Legal Unit in the District. The latter will process the case and obtain orders of the Head of District Police for disposal of unclaimed property in accordance with the rules.

33.35 Register of unclaimed property in legal unit: - The Head of Legal Unit in a District shall maintain a register of unclaimed property for making relevant entries therein on receipt of inventory of unclaimed property. This register shall be maintained in the following six parts: -

- (i) Part one shall contain all cases of unclaimed property police station wise.
- (ii) Part two shall contain all cases of unclaimed property, subject to speedy and natural decay. The officer incharge police station shall obtain the orders of Head of District Police through legal unit for the sale/auction of unclaimed property and sale proceeds shall be deposited in the Government Treasury.
- (iii) Part three shall contain all cases of unclaimed property which appear to be of the value of less than one thousand rupees. It may be sold/auctioned immediately under the orders of Head of District Police and sale proceeds deposited in the Government Treasury.
- (iv) Part four shall contain all cases of unclaimed property in which the Head of District Police issued a proclamation specifying the articles of which such property consists and requiring any person who may have a claim to come and establish his claim.
- (v) Part five shall contain all cases of unclaimed property in which proclamation was issued by the Head of District Police but no claimant turned up to establish his claim within three months from the date of issuance of proclamation and the said unclaimed property was disposed

off by the Head of District Police through sale/auction with the prior approval of the appropriate Public Safety Commission and sale proceed deposited in the Government Treasury.

- (vi) Part six shall contain all cases of unclaimed property in which proclamation was issued by the Head of District Police and claimants more than one appeared and claimed the unclaimed property and the case was referred to the competent court for orders.

33.36 Assaults on police prosecution for: - When assaults are committed upon the members of the police force while in the execution of their duties, the prompt prosecution of the offenders should be arranged for, if possible at, or near, the scene of the offence, adequate sentences being pressed for by the Prosecutors.

33.37 District register of absconders: -(1) In each district a register of absconders in Form 33.37(1) shall be maintained by the Head of the Legal unit. This register shall be divided into two parts: -

Part I- will contain the names of all absconders in cases of the home district, irrespective of their residence, about whom information in Form 30.56(1)(a) or otherwise, has been received.

Part II- will contain the names of absconders in cases of other districts who are resident of the home district or likely to visit it. All entries regarding residents of the home district shall be made in red ink.

The names in both parts shall be entered, as far as possible, according to the police stations of which the absconder is resident or from which he is absconding.

(2) As soon as an absconder has been proclaimed under section 87, Code of Criminal Procedure, his name shall be entered in the Proclaimed Offenders register prescribed in rule 33.39 a note being made in the column for remarks to this effect.

(3) Should action under section 87, Code of Criminal Procedure, not be taken against an absconder for any reason, such as lack of evidence, etc., his name shall be struck out through the Court and a remark added giving reasons in the column for remarks.

(4) When a person whose finger impression slip is on record absconds, information of the fact shall be sent to the Finger Print Bureau. All re-arrests of such absconders shall be communicated to the Finger Print Bureau.

NOTE 1: - The term absconder shall be held to mean a person accused of a cognizable offence against whom the officer in charge of the police station concerned considers that there is sufficient evidence to justify his arrest, but whose present whereabouts are unknown.

33.38 Register showing progress of action against absconders and proclaimed offenders: - In order that a proper check may be kept on the progress of action prescribed in rule 32.3 against absconders the head of the legal unit shall maintain a register in Form 33.38. This register shall be examined at frequent intervals by the Head of District Police and senior rank police officers in supervisory charge of police stations and the latter shall be held responsible that no delay in proclamation and attachment of property or perfunctory action in regard thereto, whether on the part of police officer or the court, is allowed to occur.

33.39 **Register of proclaimed offenders:** -(1) A register of proclaimed offenders in Form 33.39(1) shall be maintained in each district by the Head of the legal unit. The register shall be in two parts: -

Part I- shall contain the names of all residents of the home district irrespective of the district in which proclaimed. The names shall be entered according to the police station of which the proclaimed offenders are resident.

Part II- shall contain the names of all offenders proclaimed in but not resident of the district. These will be entered, as far as possible, according to the district of which they are said to be resident, residents of tribal territory being shown separately.

- (2) (i) In January of each year a statement in English in Form 33.39(2)(i) shall be submitted by all Head of District Police to the Head of the Investigation Branch in the Province showing the result of action taken against the proclaimed offenders during the preceding year.
- (ii) On receipt of such statements by the Head of the Investigation Branch in the Province an abstract thereof shall be prepared by his office and published as a special supplement to the Criminal Intelligence Gazette.
- (iii) **Revision of lists of proclaimed offenders:** -(1) Every Head of District Police shall carefully revise his list of proclaimed offenders periodically and omit, therefrom, after consultation with the trial Court and the Head of District Police in which such person was proclaimed, the names of persons accused of trivial offences or concerned in cases where, from lapse of time, no sufficient evidence is on record or is procurable.

- (iv) Due intimation of such omission shall be sent to the officer Incharge of the police station concerned; intimation shall also be sent to the Deputy Inspector-General, Investigation Branch, in those cases in which intimation of proclamation was given, or in which a notice issued in the Criminal Intelligence Gazette.

33.40 The procedures prescribed in Police Rules 5.29 and 5.30 shall apply to the promotions of Inspectors (legal) and Deputy Superintendent of Police (legal).

FORM NO. 33.5(m)

NAME OF PROSECUTING OFFICER _____ DAILY DIARY OF
THE COURT OF _____ FOR _____

1	2	3	4	5	6	7	8	9	10	11
Daily Serial No.	Case fixed for this day (including fresh cases) with names of accused, offence, F.I.R. No. and name of Police Station.	Date of first hearing of case.	Number of witnesses summoned.	Number of witnesses attended.	Were all witnesses served? If not, give reasons for non-service of summons.	Number of witnesses examined.	Explanation if the case was not taken up or if all the witnesses were not examined.	What proceedings were taken on this day?	Next date of hearing of case.	REMARKS.

NOTE. -1. Each case shall be dealt with separately, and when a fresh date for hearing is fixed, the Prosecuting Officer shall immediately enter up the case under the new date and give a reference to the place in the diary when the case last came up for hearing.

NOTE. -2. Entries in column 8 must be confined to facts, and care must be taken to avoid any criticism of the court.

FORM NO. 33.5(n)

REGISTER OF JUDICIAL EXPENSES BILLS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Serial No.	Date of receipt of bill.	Name of Police Station submitting bill and other particulars.	Diet of accused.	Fare of accused.	Carriage expenses of property.	Carriage of dead body.	Feeding charges of recovered cattle.	Miscellaneous.	Total.	Authority sanctioning the bill.	Date of handing over the bills to the Nazar for payment.	Date of payment by the Nazar.	Signature of the payee and date.	Remarks.

FORM NO. 33.6(1)

URDU REGISTER OF PROPERTY SENT IN CASES

1	2	3	4	5	6	7	8	9	10	11
Serial No.	Reference to First Information Report or to case diary or report.	Name of police station from where received.	Name of complainant or supposed owner.	Name of accused or suspected person.	Offence.	Date of receipt.	Detail of property in cases.	How disposed of.	Date of disposal.	REMARKS.

FORM NO. 33.6(3)

JAILOR'S RECEIPT FOR ALL PRISONERS DELIVERED INTO JAIL

1	2	3	4	5	6	7
Serial No.	Name, parentage and residence of prisoner.	Authority under which sent to Jail.	Name and signature or seal of officer in charge.	Property, etc., sent with prisoner.	Signature of Jailor, with date.	REMARKS.

NOTE: -This register should be prepared by hand in Urdu in foolscap size and the headings written and pasted on lengthwise.

FORM NO. 33.6(4)

POLICE DEPARTMENT.

_____DISTRICT.

REGISTER OF INGRESS AND EGRESS OF UNDER-TRIAL IN THE JUDICIAL LOCK-UP

INGRESS OF PRISONERS.							EGRESS OF PRISONERS.						
No.	Date.	Name and parentage of the prisoner brought into the lock-up	Name of the officer bringing the prisoner.	Place wherefrom brought in.	Initials of the officer in charge of the lock-up receiving the prisoner.	REMARKS	Serial No.	Date.	Name and parentage of the prisoner taken out of the lock-up	Place where sent.	Name of the officer in charge of the escorting party.	Initial or thumb mark of the officer taking over charge to the prisoner.	REMARKS.

FORM NO. 33.6(5)

URDU REGISTER OF WARRANTS OF ARREST AND SEARCH AND OF SUMMONSES RECEIVED FOR EXECUTION AND SERVICE BY THE POLICE

1	2	3	4	5	6	7	8	9	10	11	12
No.	Name, caste, occupation and residence of person on whom the process is to be served.	For what offence issued.	Warrant or summons and for what purpose.	By whom issued.	Date of process.	Date of hearing of case.	STEPS TAKEN BY THE POLICE TO CARRY OUT.				REMARKS.
							Date of receipt of process by the Police Department.	Date of endorsement and despatch and name of Police Officer to whom endorsed.	Date of execution of process.	Date of return to Court.	

FORM NO. 33.6(6)

URDU REGISTER OF INTERMEDIATE ORDERS IN CASES

1	2	3	4	5	6	7	8
No.	Complainant.	Accused.	Criminal Court.	FIR No. date offence and name of Police Station.	Intermediate order.	Final order.	REMARKS.

FORM NO. 33.6(7)

URDU REGISTER OF PERSONS ON SECURITY TO BE OF GOOD BEHAVIOUR, THE NAMES OF SURETIES, ETC.

1	2	3	4	5	6	7	8	9	10	11	
	Serial No.	Name, father's name and caste of person required to find security.	Residence.	Amount of security and of personal recognizance.	Name, father's name and caste of sureties.	Residence of sureties.	Name of court which passed the order to find security, name of presiding officer, powers of the court, district in which order was passed and date of order.	IMPRISONMENT IN DEFAULT OF SECURITY.	DATE OF EXPIRY OF PERIOD OF SECURITY	Reference to First Information Report or papers in any case in which a person on security was convicted and bond became liable to forfeiture.	Reference to papers appertaining to proceedings taken to obtain forfeiture of security and result of such proceedings.
							(a) Date of going to prison.	Date and month of.			
							(b) Date of release.	20 . 20 . 20 . 20 .			

FORM NO. 33.6(14)

RECORD OF BAILS

1	2	3	4	5	6	7	8
Case FIR No. ___ dated ___ U/S ___ P. S. _____.	Name of the accused persons.	If arrested, date of arrest.	Date of bail granted.	Date of bail refused.	Brief facts of case.	Name of presiding officer.	REMARKS.

FORM NO. 33.6(15)

REGISTER OF RECORD OF WRIT PETITIONS

1	2	3	4	5	6	7	8
Writ petition No. with date of institution.	Name and address of the writ petitioner.	Particulars of the respondents.	Name of the Honourable Judge issuing orders.	Date of first hearing in court.	Brief facts of the writ petition.	Final order of the court.	REMARKS.

FORM NO. 33.8(1)

REGISTER OF ISSUE FROM AND RETURN TO THE INSPECTOR LEGAL MALKHANA OF CASE PROPERTY DAILY PRODUCED IN COURTS AND PENDING CASES

1	2	3	4	5	6	7
Serial No. and date of issue.	Serial No. of property register (form No. 33.7(1) on which the property issued, is entered).	Signatures of the Court orderly to whom property issued.	Initials of the Inspector Legal in whose presence the property was issued.	Signatures of the Assistant Sub-Inspector, in charge, Malkhana, who receives back the property, with date of receipt.	Initials of the Legal Inspector in whose presence the property was returned to the Malkhaha.	REMARKS.

FORM NO. 33.10(3)

MEMORANDUM OF CHALAN

In case

F.I.R. No. _____ dated _____ state vs. _____

Police Station _____ Section _____

1. Whether all the papers and documents entered in the list given on the chalan are properly attached to the chalan?
2. Are all the columns of chalan form duly filled in? Note any mistake made in filling the form.
3. Does the list of property entered in column No. 5 tally with the list given in Road Certificate? Note any discrepancies.
4. Is the copy of Police Station file complete? Does it contain a copy of the F.I.R.? Is the file properly prepared and signed by station seal, etc.?
5. Is the plan of spot prepared according to instructions, i.e. whether the notes on it are entered by the investigating officer in red ink, and if these notes appear to be made correctly?
6. Are the sketches of the weapons of offence attached to the chalan? Do they bear the signatures of the preparing officer and the weight of the weapon?
7. Is the list of stolen property attached to the chalan? If so, does it bear the signatures of the complainant and the officer writing the list, with date?
8. In murder and hurt cases whether the post-mortem reports, inquest reports, statements of injuries, Chemical Examiner's and Government Serologist's reports attached to the chalan or not?

9. Whether the list of properties, etc., recovered, produced, or seized in the case are correctly prepared, dated and signed by witnesses and officer preparing them? Also whether the signatures of the witnesses of recovery who are entered in the chalan appear on the list?
10. Were the accused's search slips sent to Bureau and was any reply received? If so, what?
11. Are the identification certificates of the accused attached to chalan?
12. Which of the accused are previous convicts? Give brief note of their conviction with dates.
13. Whether all the persons who were accused of committing the offence in the F.I.R. or First Case diary have been sent up for trial? Note if some of them are omitted or some new are added. Also note if the officer sending the chalan has noted any reasons for doing so in the brief.
14. Is the police brief prepared according to instructions? Note defects (Paragraph 33.9).
15. Are all the eye or other necessary witnesses whose names were mentioned in F.I.R. entered in the chalan? If not, are any reasons given in brief for doing so?
16. Note the dates on which the several accused were arrested?
17. Were remands regularly taken and was the chalan prepared in proper time?
18. Whether all necessary evidence has been entered in the chalan? Note if there are any omissions.
19. Whether the personal bonds and bail bonds of accused persons and the recognizance's of all witnesses are attached to the chalan or not?

20. Note in cases sent up for proceedings under section 512, Criminal Procedure Code, if the full description of the absconders and list of the property owned by them are attached to the chalan. Whether separate report for obtaining the warrant of arrest of absconder was received, whether proceedings under section 87/88, Criminal Procedure Code, have been started.
21. In cases of kidnapping and abduction note if the medical opinion and copies of birth register are attached with the chalan.
22. Whether the statements of prosecution witnesses were separately recorded under section 161/162, Criminal Procedure Code?
23. By whom has the chalan been prepared?
24. Has any unnecessary delay been made in the course of investigation or in chalaning the case?
25. Other necessary facts, defects and omissions made in the investigation, etc., which require special notice or which necessitate some action. Particular care should be taken to see whether enquiry has been made regarding the connections of Prosecution Witnesses with the complainant and with the accused.
26. A brief order issued or action taken on the chalan.
27. Final decision of the case with date.
28. Note any undue delay made by court in dealing with the case. Instances in which witnesses were produced in court and were sent back unheard, delays in framing charges, hearing arguments or pronouncing judgments, etc.

FORM NO. 33.11(1)(A)

POLICE STATION. _____

_____DISTRICT.

Serial No. of charge sheet slip despatch register.

Charge sheet slip to accompany charge sheet No.

- (1) No. of First Information Report.
- (2) Date of report. { Stolen
- (3) Value of property. { Recovered
- (4) Date of sending up for trial.
- (5) Date of arrival in court.

1	2	3	4	5	6	7
Name of accused arrested, parentage, caste, residence, occupation, description and special marks of identification.	Offence under which charge by the Police and place of occurrence.	Date of arrest.	Date of transfer or escape.	Offence, which has been proved against the accused or in which he has been acquitted.	Sentence, date of sentence, name of court and presiding officer with his powers, the district in which the trial was held and whether the case was tried summarily or otherwise.	District serial No. of P.R. Slip (if any) as entered in P.R. Register.

Signature of the Court.

FORM NO. 33.12(1)

POLICE DEPARTMENT.

_____DISTRICT.

**POLICE BRIEF IN CASE UNDER SECTION _____FIRST INFORMATION
REPORT NO. _____, POLICE STATION _____**

1. Place of occurrence and its distance from the police station.
2. Date and time of occurrence.
3. Date and time when F.I.R. was made at the police station, and explanation of delay, if any.
4. Value of property stolen. Recovered.
5. Name of complainant, with explanation. If not the leading injured party.
6. Name, and parentage of accused and date of arrest, with explanation of any delay in effecting arrest; also note whether mentioned in F.I.R. and if not when and how first mentioned _____

(Fresh Page)

7. Concise statement of the case for the prosecution. (Fresh Page)
8. List of witnesses, giving name, parentage and address. (Fresh Page)
9. List of points to be proved by the prosecution to establish the offence, with serial number of witness to prove each point.

1	2	3	4	5
Points to be proved to establish the offence.	Serial Number of witness.	Abstract of statement of each witness as given in the police file.	Reference to case diaries relating to the witness statement.	REMARKS.

NOTE: – In column 5-Note anything, which counsel should know, e.g., explanation for delay in witness coming forward, credibility of witness, (e.g., friendship with complainant, accused, or other witnesses), possible discrepancies and explanation thereof.

(Fresh page)

10. List of exhibits together with the explanation of any delay in the recovery of any article.

(Fresh Page)

11. Probable line of defence with reasons of investigating officer for rejecting it and suggested line of rebuttal. (Note here reasons for omission of any accused or witnesses mentioned in F.I.R.).

(Fresh Page)

12. Proceedings in Court.

1	2	3	4
Date of hearing.	What is to be done at this hearing.	What has been done at this hearing.	Remarks.

FORM NO. 33.13(2)

REQUISITION FOR PARTICULARS OF PREVIOUS CONVICTIONS

20 .

From

Head of district Police.

To

Head of District Police.

Dated _____

Received _____

}
}

No.

Sir,

I request you will please furnish extract of previous convictions of the individual named within, certificated under the hand of the Clerk of the Court or other officer having the custody of the original records, so that the said certified extract may be used as evidence under the provisions of section 511, Code of Criminal Procedure.

Head of District Police.

REVERSE.

Name of accused.

Description.

Father's name.

Age.

Residence.

Description of offence with which now charged.

Clue to former conviction.

Head of District Police.

FORM NO. 33.16(2)

Order.

Summons from the Court of the _____
_____ for the production at _____

_____.

- (a) I direct _____ to appear with the files mentioned in the summons a brief description of which is given below and to claim privilege for them under Article 6 of the Qanun-e-Shahadat.
- (b) Having examined the documents mentioned in the summons, I withhold permission to give any evidence derived from the files for which privilege is claimed under this order.

It should be represented to the Court that these files contain unpublished official records relating to affairs of State that, in view of the provisions of Article 6 of the Qanun-e-Shahdat, the files are not open to the inspection of the Court: -

*

(i) Head of District Police.

Dated _____, the _____

* Here insert a brief description of the nature of the documents summoned together with the reasons for claiming privilege for example, this document is a report of a Special Branch Officer making a secret inquiry into a case of fraud and it is undesirable in the interests of the inquiry that its contents should be disclosed.

FORM NO. 33.21(1)

POLICE DEPARTMENT.

_____DISTRICT.

CONVICTION SLIP OF A PERSON CONVICTED IN THE DISTRICT WHO IS SUPPOSED TO RESIDE IN THE POLICE STATION OF _____ DISTRICT _____

Serial No. of charge sheet slip despatch register.

- 1 F.I.R. No. _____ of Police Station _____.
- 2 Name _____, son of _____, alias _____.
- 3 Caste _____.
- 4 Occupation _____.
- 5 Description _____ Age _____ Height _____ Particular
marks as shown in charge sheet.
- 6 Resident of village _____ Police Station _____
District _____.
- 7 Brief account of offence with section and of law under which conviction
was obtained and place of offence.
- 8 Sentence –
 - (i) Date of sentence
 - (ii) Court of
 - (iii) Name of presiding officer
 - (iv) District in which trial was held
 - (v) Was case tried summarily or otherwise?
- 9 District serial No. of P.R. Slip with descriptive roll as shown therein.
- 10 Remarks.

You are requested to return this statement in the event of its being discovered that the convicted person does not commonly reside in your police station of district.

Dated _____ }
The _____ 20 . }

Head of District Police.

Date of entry in the conviction register of the police station, with the signature of Clerk Head Constable and the serial No. of the entry _____.

FORM NO. 33.23

GENERAL CRIME REGISTER

POLICE DEPARTMENT.

_____DISTRICT.

COGNIZABLE CASES REPORTED AT A POLICE STATION FOR THE YEAR 20 .

1	2	3	4	5	6
Annual Serial No. of case reported.	Police Station No. and date of First Information Report.	Date and place of occurrence.	Section of Pakistan Penal Code or law offended against.	COMPLAINANT.	
				Name and parentage.	Residence.

FORM NO. 33.23

GENERAL CRIME REGISTER - continued.

POLICE DEPARTMENT.

_____DISTRICT.

COGNIZABLE CASES REPORTED AT A POLICE STATION FOR THE YEAR 20 . -continued.

7	8	9	10	11
---	---	---	----	----

ACCUSED.

Name.	Parentage.	Caste and occupation.	Residence.	Age.

FORM NO. 33.23

GENERAL CRIME REGISTER - continued.

POLICE DEPARTMENT. _____

DISTRICT. _____

COGNIZABLE CASES REPORTED AT A POLICE STATION FOR THE YEAR 20 . -continued.

12	13	14	15	16	17	18
-----------	-----------	-----------	-----------	-----------	-----------	-----------

CASES.

In which investigation was refused.	Number of cases proved as false by the Courts or declared false.	Number of cases in which a mistake of law or fact occurred or declared non-cognizable by the Court.	TRUE CASES.			
			Ending in conviction.	Ending in discharge or acquittal.	Note detected or apprehended (cases in column 12 will not be shown).	Total of true cases (columns 12+15+16+17)

FORM NO. 33.23

GENERAL CRIME REGISTER - *continued.*

POLICE DEPARTMENT. _____

_____ DISTRICT.

COGNIZABLE CASES REPORTED AT A POLICE STATION FOR THE YEAR 20 . -*continued.*

19	20	21	22	23	24	25
-----------	-----------	-----------	-----------	-----------	-----------	-----------

PERSONS.

Persons in custody or on bail under section 170, Criminal Procedure Code, at beginning of the year.	Arrested by the Police during the year.	Persons released under section 169, Criminal Procedure Code.	Person sent for trial.	Number convicted.	Number acquitted or discharged.	Person who had not been arrested at end of year (only person for whom warrants have been issued during the year will be included).

FORM NO. 33.23

GENERAL REGISTER – concluded

POLICE DEPARTMENT. _____

_____ DISTRICT.

COGNIZABLE CASES REPORTED AT A POLICE STATION FOR THE YEAR 20 . –continued

26	27	28	29	30	31	32	33
PROPERTY.						Reference to the entries in Register of Cognizable Offences.	REMARKS.
Amount of Property stolen.			Amount of property recovered.				
Rupees.	Paisas.		Rupees.	Paisas.			

FORM 33.29(2)

FORM OF INVENTORY UNDER ARTICLE 134 OF POLICE ORDER 2002 AND POLICE RULE 33.29(2)

Certified that the undermentioned unclaimed property consisting of articles mentioned below have been taken into possession after having been found at...../made over to the police by S/o address/in the presence of undermentioned witnesses for action under Article 135 of Police Order 2002: -

Sl. No.	Description of the item taken in to possession	Number	Identification marks if any	Remarks

It is certified that the articles of the aforesaid unclaimed property are subject to speedy decay and as such Form 33.29(4) has been duly filled for soliciting orders for immediate sale/auction thereof under Article 135 of the Police Order 2002. (Strikeout if inapplicable).

Signature
(Designation of Police Officer)

Witnessed By: -

1. Name

Parentage Address

2. Name

Parentage Address

Signature/Thumb
Impressions of the person
making over the unclaimed
property. (if any)

Head of District Police

Head of Legal Unit

FORM 33.29(4)

Unclaimed property of the following description was taken into possession under Article 134 of Police Order 2002 and inventory thereof prepared in Form No 33.29(2) (attached).

The aforesaid unclaimed property being subject to speedy decay, orders are immediately solicited for sale/auction thereof and for depositing the sale proceeds in the Government Treasury under Article 135 of the Police Order 2002.

Signature

Designation of Police Officer

Head of District Police

Head of Legal Unit

FORM NO. 33.30

OFFICE OF THE HEAD OF THE DISTRICT POLICE

.....

PROCLAMATION

(Article 135 of the Police Order 2002)

Whereas the following unclaimed property

.....
.....
.....

was taken into possession by the Police Station District
..... on

And whereas it is required under Article 135 of the police Order 2002 to issue a proclamation within fifteen days.

The undersigned, therefore, informs general public by this proclamation that any person who may have a claim to the unclaimed property mentioned above may appear before the undersigned/ Senior Superintendent of Police...../
Superintendent of Police...../Assistant Superintendent of Police...../
Deputy Superintendent of Police and establish his claim within three months from the date of the issue of this proclamation.

After the appearance of the claimant and establishment of his title to or administration of, the unclaimed property specified in this proclamation on the basis of proof produced by him, the undersigned may shall order the delivery of the property to such claimant.

It is further proclaimed that in case no person appears before the aforesaid officer by the aforementioned date to establish his claim, the aforesaid unclaimed property shall be disposed off with the approval of the District Public Safety Commission and the proceeds thereof shall be deposited in the treasury.

Issued under my hand and seal this day of20 .(years).

Head of District Police
..... District.

FORM NO. 33.37(1)

DISTRICT REGISTER OF ABSCONDERS

POLICE DEPARTMENT.

DISTRICT.

PART –I. - ABSCONDERS IN CASES REGISTERED IN THE HOME DISTRICT

(Residents of the home district to be written in red ink.)

1	2	3	4	5	6	7	8	(9) REMRKS.
Serial No.	Name of absconder.	Parentage, caste and descriptive roll.	Residence, i.e., village Police Station and district.	Offence.	F.I.R. Report, No. and date, place, and date of offence.	Reward offered.	Clues to probable whereabouts.	Date of arrest, death, cancellation or removal to proclaimed offenders, list.

PART –II. - ABSCONDERS IN CASES REGISTERED IN OTHER DISTRICTS BUT RESIDENT OF, OR LIKELY TO VISIT, THE HOME DISTRICT

(Residents of the home district to be written in red ink)

1	2	3	4	5	6	7	8	9	10
Serial No.	Police Station or district submitting notice.	Name of absconder.	Parentage, caste and descriptive roll.	Residence, i.e., village Police Station and district.	Offence.	F.I.R. Report, No. and date, place, and date of offence.	Reward offered.	Clues to probable whereabouts.	Date of arrest, death, cancellation or removal to proclaimed offenders, list.

FORM NO. 33.38

POLICE DEPARTMENT.

DISTRICT

REGISTER SHOWING PROGRESS OF ACTION AGAINST ABSCONDERS AND PROCLAIMED OFFENDERS

1	2	3	4	5	6	7	8	9	10	11	12	13	
Serial No.	Name, Parentage, caste and residence of the absconder.	F.I.R. No., offence and police station.	Date of absconding.	A. – Date of return of warrant of arrest. B. – Date of return of warrant of arrest unexecuted.	Date of application for order of proclamation under section 87, Cr.P.C., with name of court.	Date of publication of proclamation under section 87, Cr.P.C. and steps ordered for giving effect to proclamation.	Date of issue of attachment order under section 88, Cr.P.C. Name and designation of officers to whom issued.	Details of attachable property of the absconder and date of attachment.	Action of Police.	Property attached with date of order of court.	Date of removal to proclaimed offenders register.	REMARKS.	

FORM NO. 33.39(1)

POLICE DEPARTMENT.

DISTRICT.

REGISTER OF PROCLAIMED OFFENDER UNDER SECTION 87, CRIMINAL PROCEDURE CODE

1	2	3	4	5	6	7	8	9	10	11	12	13	14		
Serial No.	Name, caste and parentage of offender.	Description.	Residence.	Section of offence.	F.I.R. No. and date.	Police Station and District.	Detail of stolen property.	In the case of conditionally released who has been declared proclaimed offender: - (1) Offence in which conditionally released. (2) Village in which released; (3) Jail from which conditionally released;	(1) Place which the accused had visited; (2) Or is expected to visit.	<div style="text-align: center;">NAME OF RELATIONS WHOM THE PROCLAIMED OFFENDER IS EXPECTED TO VISIT OR ENTER IN COMMUNICATION</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> In his own district. (1) Names. (2) Relations. (3) Residence. </td> <td style="width: 50%; vertical-align: top;"> In outside district: - (1) Name. (2) Relations. (3) Residence </td> </tr> </table>	In his own district. (1) Names. (2) Relations. (3) Residence.	In outside district: - (1) Name. (2) Relations. (3) Residence	Reward offered for arrest.	District Serial No. of P.R. slip.	REMARKS.
In his own district. (1) Names. (2) Relations. (3) Residence.	In outside district: - (1) Name. (2) Relations. (3) Residence														

FORM NO. 33.39(2)(i)

DISTRICT.

STATEMENT SHOWING THE RESULT OF ACTION TAKEN AGAINST PROCLAIMED OFFENDERS DURING THE YEAR _____

Serial No.

Details.

-
1. Number of proclaimed offenders resident of the district at the commencement of the year.
 2. Number of person proclaimed during the year.
 3. Number of proclaimed offenders residents of the district arrested during the year.
 4. Percentage of proclaimed offenders arrested (Percentage 4 bears to item 1 and 2).
 5. Number of proclaimed offenders resident of the district struck off under the provisions of rule 31.9.
 6. Number of proclaimed offenders still at large at the end of the year (i.e., items 1+2-3-5): -
 - (a) Proclaimed offenders at large for over one year.
 - (b) Proclaimed offenders at large for over three years.
 - (c) Proclaimed offenders at large for over five years.
 - (d) Proclaimed offenders at large for over ten years.
 7. Reward paid for the arrest of proclaimed offenders during the preceding year.

Chapter No. XXXIV

Inspection and Evaluation

34.1 **Inspections and evaluation:** - Inspections shall be regularly conducted of the branches of the Central Police Office, Regional Offices, District Police and Police Stations for the performance audit and evaluation of each unit.

34.2 **Inspection of Provincial Police headquarters and branches:** -(1) The Provincial Police Officer shall nominate for each year, inspection teams headed by an officer not below the rank of a Deputy Inspector-General of Police, for conducting inspections of Provincial Police headquarters and the police branches/ units at provincial headquarters.

(2) The Provincial Police Officer may issue guidelines in the form of standing orders for inspections.

34.3 **Schedule of inspections:** - (1) Inspections of the Provincial Police headquarters and the branches shall be conducted in accordance with a schedule proposed by Research and Development Branch and approved and notified by the Provincial Police Officer by end of January each year.

(2) These inspections shall evaluate the performance of the branches during a calendar year.

(3) Heads of the inspection teams shall submit their reports to the Provincial Police Officer within one month.

34.4 **Terms of reference for inspections:** - The terms of reference for inspections for the Provincial Police headquarters and other branches of police at Provincial Headquarters shall include the following: -

- (a) Comments on the state of compliance with regard to the points raised in the previous inspection report.
- (b) Evaluation of the performance of the duties assigned to the branch.
- (c) Focus on cases of delays, irregularities and breach of rules.
- (d) Critical analysis of utilization of resources placed at the disposal of the branch in terms of finances, manpower, equipment and material resources.
- (e) Implementation of the directives of the Government and the standing orders of the Provincial Police Officer.
- (f) Cases of avoidable delay in finalizing establishment matters pertaining to postings and transfers, seniority, promotions and disciplinary matters.
- (g) Summary of recommendations and suggestions of the working of the branch.
- (h) Any other specific item indicated by the Provincial Police Officer.

34.5 **Inspections of regional offices:** - The Provincial Police Officer shall nominate inspection teams for each year headed by an officer not below the rank of a Deputy Inspector-General of Police other than the concerned Regional Officer for conducting inspections of regional offices in the general police area.

34.6 Schedule of inspections for Regional Offices: -(1) Inspections of Regional Offices shall be conducted in accordance with a schedule approved and notified by the Provincial Police Officer on the recommendation of the Research and Development branch by end of January of the year.

(2) These inspections shall evaluate the performance of the Regional Offices in a calendar year.

(3) Heads of the inspection teams shall submit their reports to the Provincial Police Officer within one month.

34.7 Terms of reference for inspections of Regional Police Offices: - The terms of reference for such inspections shall be the same as prescribed for the inspections of Provincial Police headquarters and the branches vide Police Rule No. 34.4. Besides the following aspects shall also be evaluated in these inspections.

- (a) Inspections of district headquarters and police stations conducted by the Regional Police Officer.
- (b) Touring undertaken by the Regional Police Officer.
- (c) Coordination meetings and conferences.
- (d) Welfare of the police in the region.
- (e) Performance of the District Investigation Branch.

34.8 Inspections of districts: - (1) Every Regional Police Officer shall conduct inspections of all districts under his charge, in accordance with a schedule notified by them in advance by end of January of the year, for evaluating the performance of the

District Police Offices. The Regional Police Officer shall send their reports to the Provincial Police Officer within one month in Form 34.8(1).

(2) A copy of the schedule of inspections notified by the Regional Police Officer shall be sent to the Provincial Police Officer.

34.9 Terms of reference for the inspections of districts: - The terms of inspections of districts by the Regional Police Officers shall include the following: -

- (I) Comments on action taken on the orders passed in the previous formal inspection report.
- (II) Office of the District Police Officer: -
 - (a) English office and registers.
 - (b) Character rolls; standard and classes of recruits.
 - (c) Accounts.
 - (d) Postings, transfers and leave.
 - (e) Seniority and promotion lists.
 - (f) Working of complaint offices.
 - (g) Security branch.
 - (h) Confidential office of the District Police Officer or Senior Superintendent of Police in Capital City District or City District as the case may be.
 - (i) Performance of the Investigation Branch.
- (III) Police lines: - Form No. 34.9(III)
 - (a) Condition and upkeep of clothing and equipment.

- (b) Motor transport.
 - (c) Buildings.
 - (d) Additional police/Special Police and their management.
 - (e) Units.
 - (f) Kot.
 - (g) Headquarter lines, including school and headquarter guards.
 - (h) Police hospital.
- (IV) Discipline: -
- (a) Pending enquires.
 - (b) Departmental punishments.
- (V) Training: -
- (a) Training of probationary officers.
 - (b) Holding of examinations for entry into promotion lists.
 - (c) Annual firing.
 - (d) Special courses.
- (VI) Crime: -
- (a) Crime and police working, with a statement showing fluctuations in the total and main classes of crime in the past five years.
 - (b) Proclaimed offenders and absconders.
 - (c) Surveillance and preventive measures.
 - (d) Working of CRO.
- (VII) Security measures for sensitive places: -
- (VIII) Comments on public order: -

- (IX) Emergency plans and crisis management: -
- (X) Working of legal unit and Malkhana: -
- (XI) Distribution of work among police officers of senior ranks; control exercised by the touring done by those officers: -
- (XII) Each SDPO office and each police station inspected by the Regional Police Officer or Deputy Inspector-General of Police in Capital City District or Senior Superintendent of Police in City District as the case may be, should be attached to the main report: -
- (XIII) Cases dealing with death or torture in police custody: -
- (XIV) Traffic: -
- (XV) Performance of Investigation Branch.
- (XVI) Miscellaneous Remarks: -

34.10 Inspections by District Police Officer: - The District Police Officer shall carry out formal inspections of all subordinate offices including the following once a year in addition to the inspection of police stations.

- (a) Offices of the sub-divisional police officers.
- (b) Traffic unit
- (c) Police lines including District Training School.
- (d) Rescue 15.
- (e) Mobile squads.
- (f) Other units.

34.11 Schedule and Check list of Inspections: -(1) The District Police Officer shall issue a schedule of inspections by end of January each year and the inspection reports shall be submitted one month after the completion of inspections.

(2) A check list of inspections in Form No. 34.11(2) shall be compiled and maintained in the offices of the District Police Officer and the Regional Police Officer.

34.12 Guidelines for inspecting officer: -(1) The inspecting officers shall focus on the evaluation of the performance of duties assigned to the various offices and utilization of resources available to them.

(2) Reports of inspecting officers should be written with a view to conveying instructions and guidance for the future to the officer whose work has been inspected. Such reports should invariably be shown to the officers inspected, and should be translated into urdu if the officer inspected is unable to understand English. It is especially important that inspection reports on police stations and notes in the police officer of senior ranks Minute Book should be helpful and constructive and that these reports and notes should be carefully studied and acted upon by the officer incharge of police stations.

(3) The results of an inspection should be: -

(i) that the inspecting officer should come to a definite conclusion as to the state of crime (satisfactory or unsatisfactory) and the chief causes of such crime;

- (ii) that the officer incharge of the police station should have received active assistance, facilities and suggestions from the inspecting officer towards the improvement of the state of crime.
- (4) Detailed instructions for inspections of each office shall be issued in the form of standing orders by the Provincial Police Officer.
- 34.13 Formal inspection of police stations: -(1)** Every police station and post in a district shall be thoroughly inspected by a police officer of senior ranks twice in each year. At least once such inspection shall be conducted by the District Police Officer.
- (2) At such inspections of police stations a return for each quarter's working since the last inspection shall be made out and submitted with an inspection report in Form 34.13(2) to the Regional Police Officer.
- (3) In discussing crime, offences against the person, against property, women juvenile and under local and special laws shall be commented on separately.
- (4) Crimes of violence such as terrorism, sabotage, murders, kidnapping for ransome, highway robberies, armed robberies and dacoities as also the general state of law and order shall be commented on in detail. Form No. 34.13(4).
- (5) Attention shall be paid to the technical efficiency of the investigating staff and co-operation with the district investigation branch and neighbouring police stations.
- (6) In commenting on the working of police officers in such inspection reports care shall be exercised to avoid basing an opinion merely upon increase in the statistics of crime, which are apt to be misleading.

34.14 Informal inspections of police stations: -(1) Informal inspections of police stations and posts shall be made as frequently as the District Police Officer may consider necessary and desirable, having regard to the circumstances of each particular police station and post.

(2) A Sub-Divisional Police Officer shall carryout informal inspection of a police station under his charge once in every month.

(3) At such inspections, officers shall not spend more time than is necessary in examining registers, but shall try to make themselves acquainted with the personnel of the police station or post as the case may be and shall enquire into and discuss matters concerning current crime and procedure with the officer incharge.

34.15 Assistance and advice during inspections: - Inspecting officers shall assist the officers of the police station with advice, direction, encouragement or warning as may be required, and shall listen to and deal with any requests he or his subordinates may have to make.

34.16 Inspection returns: - At the end of every quarter, each District Police Officer shall submit, to the Provincial Police Officer and Regional Police Officer an inspection return in Form 34.13(2) showing the inspection duty performed during the quarter by the police officers of senior ranks in the district.

34.17 Format of formal inspections of police stations: - The format of the formal inspection report of a police station shall include the following: -

- (i) Action taken on the points raised in the previous inspection reports.
- (ii) State of crime generally and working of police.
- (iii) Crime against person.
- (iv) Crime against property.
- (v) Crime of violence such as terrorism, sabotage, murders, robberies, dacoities and kidnapping for ransome.
- (vi) Crime against women and children.
- (vii) Auto thefts.
- (viii) Organized crime.
- (ix) Crime under local and special laws.
- (x) Miscellaneous crimes.
- (xi) Preventive measures under security sections.
- (xii) General heading: - Known or suspected criminals. Sub-Headings: -
 - (a) Surveillance of Bad Characters and Bad Characters rolls.
 - (b) Personal files and History Sheets.
 - (c) Information Sheets.
 - (d) Proclaimed offenders and absconders.
- (xiii) Conviction Registers and Village Crime Register.
- (xiv) Police Station Registers.
- (xv) Condition of buildings.
- (xvi) Arms and Ammunitions.
- (xvii) Clothing.
- (xviii) Equipment.

- (xix) Transport.
- (xx) Other Government Property.
- (xxi) Drill and Discipline.
- (xxii) Name of officer incharge, with date of assuming charge.
- (xxiii) Persons in receipt of aid from police, Welfare, Benevolent and Regimental Funds.
- (xxiv) Confidential cards for Constables and Head Constables.
- (xxv) General remarks.

34.18 **Touring by senior police officers:** -(1) Touring shall be undertaken by police officers of senior ranks. Care shall be taken that at least one senior rank police officer remains available at the district headquarters during this period. Touring should be so arranged that every police officer of senior ranks spends at least 100 days on tour in the interior of the district.

(2) District Police Officer shall make out tour programmes for themselves and their police officers of senior ranks.

(3) Touring shall be so arranged that as many villages as possible in the district are visited by a police officer of senior ranks during the course of the year. Should it be necessary for a police officer of senior ranks on tour to return to headquarters for any reason, this must be regarded as only a temporary break in the tour and the programme shall be resumed as soon as possible.

(4) The work of a police officer of senior ranks on tour in addition to the inspection of police stations shall include: -

- (a) The acquiring of knowledge of the people, their factions, criminals, villages and geography so as to be able to check the work of subordinates.
- (b) The encouragement of the local people to take advantage of his accessibility and give him information.
- (c) The enquiring in the presence of headmen into the character of persons under surveillance and of person whose history sheets are maintained by the police.
- (d) The checking of investigations made by the police by occasionally visiting the scenes of old cases, interviewing complainants and witnesses and referring to case diaries.
- (e) The enquiring into complaints of police malpractices or corruption.
- (f) The bringing up to date of confidential note books.
- (g) The inspection of additional police posts and the checking of patrolling done by them.
- (h) The checking of “tikri pahra” where this is in force and its institution where desirable.
- (i) The inspection of premises licensed under the Arm Act and Explosives Substance Act.
- (j) Implementation of shops and Establishment acts.

34.19 **Record and returns:** -(1) Sub-divisional Police Officers and police officers of senior ranks shall maintain a note book as prescribed in police rule 29.17(5) in which

shall be entered all first information reports, progress of investigation and instructions issued thereon. They shall also maintain a permanent note book in which shall be entered matters of professional interest to them and their successors, particularly regarding noted bad characters, any special class of crime prevalent, special preventive measures adopted and political and anti-state movements. A separate page shall be given to each subject and an index to the contents shall be given on the first page.

(2) The permanent note-book shall contain matters of more than passing interest and form a more or less permanent record of information as well as history of local conditions.

(3) Sub-divisional police officers and police officers of senior ranks incharge city and cantonment police shall submit a weekly diary in Form 35.4(1) to the Head of District Police giving their daily movements and activities in control of crime, together with notes on matters of a political or confidential nature.

34.20 Inspection of premises licensed under Provincial and Federal Laws: -

(1) Premises licensed under the Provincial and Federal laws requiring checking and inspection thereof, shall be inspected once in every quarter by a police officer not below the rank of Assistant/ Deputy Superintendent of Police. At least one inspection in each year shall be performed by the District Police Officer.

(2) The licensed premises shall be inspected in accordance with the forms prescribed in Police Rules 30.80(Register No. 17 of Police Station). Information from these registers should be supplied to the police stations for inclusions in register No. 17 (rule 30.80). New forms wherever required shall be prescribed by the Provincial Police Officer for this purpose.

34.21 **Provincial police conference:** -(1) A provincial conference of police officers of senior ranks will be held as and when required. The Provincial Police Officer will preside over such conferences and such subjects will be discussed as he may decide.

(2) Police officers of senior ranks who may be interested in particular subjects or branches of police work may volunteer or be invited to prepare papers, which will form the basis of discussions at these conferences.

34.22 **Regional conferences:** - Regional Police Officers, may arrange from time to time to hold conferences of police officers of senior ranks within their regions and may also arrange with other Regional Police Officer, for inter-region conferences.

34.23 **Meeting of police officers of senior ranks:** -(1) District Police Officers of adjoining districts shall meet to discuss measures of co-operation as often as may be necessary in the interest of efficient working.

(2) The proceedings of such meetings shall be briefly recorded in a minute book to be maintained for the purpose in each district, and a copy shall be attached to the weekly diary of the Superintendent concerned. At the reverse end of the minute book a record of meetings between Sub Divisional Police Officers and officers incharge of police stations shall be maintained in Form 34.23(2).

34.24 **Meetings of police officers of junior ranks:** - Head of District Police, shall also arrange for monthly meetings at headquarters of all officers incharge of police stations to discuss matters relating to policing.

34.25 **Inspection and evaluation branch in Capital City District:** - There shall be separate inspections and evaluations branches in the Capital City and City District for the performance of functions as detailed in this chapter and relevant to the police establishment in the Capital City and City District. References in this chapter to the Provincial Police Officer shall mean the Capital or City Police Officer as the case may be and to District Police Officer shall mean Senior Superintendents of Police in the Capital or City Districts.

FORM NO. 34.8(1)

Opening sheet for Regional Police Officers, Deputy Inspector General of Police in Capital City District and Senior Superintendent of Police in City District.

Inspection report by _____

District _____ Date of inspection _____ 20 .

No. of Police Stations _____

Sanctioned strength: -

Inspectors _____

Head Constable.....

Mounted _____

Foot _____

Sergeants _____

Sub-Inspectors _____

Constables

Mounted _____

Foot _____

Assistant Sub-Inspectors _____

FORM NO. 34.9(iii)

POLICE LINES

	Number present in lines.	Number on parades.				Number employed on fatigues and nature of fatigue.	Number on duty with reasons.	Sick and on leave.
		1 st .	2 nd .	3 rd .	4 th .			
I. – Recruits...								
						Number on escort duty.	Number on special duty with nature of duties.	
II. – Constables on general duty.								
III. –Head Constables on general duty.								
IV. –Assistant Sub-Inspectors and above on general duty.		Name of officer.		Nature of duties on which employed.				
V. – Patrolling performed with time and guards visited.		Reserve Inspector.		Lines Officer.	Other Officers.			
VI. –Headquarters Lines School.		Number of recruits present.	Number of men from thanas present.	Number of men on general duty.		Names of officer who lectured.		
VII. –Escorts arriving from other districts. VIII. –Names of officers and men under suspension. IX. –Duties performed by mounted police. X. –Any special matter such as shortage of men, transfers ordered but not carried out, etc.								

Signature of Reserve Officer/ Lines Officer

FORM NO. 34.11(2)

DISTRICT

REGION.

CHECK LIST OF INSPECTION DUTY FOR THE YEAR 20 .

(To be prepared by hand.)

1	2	3	4		5		6		7		8
Classifications.	Serial No.	Names of stations, outposts and posts.	Quarter ending 31 st March.		Quarter ending 30 th June.		Quarter ending 30 th September.		Quarter ending 31 st December.		REMARKS.
			*	Name of inspecting officer.	*	Name of inspecting officer.	*	Name of inspecting officer.	*	Name of inspecting officer.	
Police Stations.											
Outpost.											
Posts.											

NOTE: - Places not inspected should be marked off with a dash (-).

FORM NO. 34.13(2)

POLICE DEPARTMENT _____

_____DISTRICT.

INSPECTION REPORT

Inspection report on the _____ Police Station.

Statement of Crime for quarter ending _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Section of Code.	Offence.	CASES						PERSONS				PROPERTY		Remarks.
		Reported.	Admitted.	Not investigated.	Sent for trial.	Convicted.	Pending in court.	Arrested.	Convicted.	Discharged.	Pending.	VALUE		
												Stolen.	Recovered.	
	Total of corresponding quarter of previous year.													

When and by whom last inspected _____

} _____

date of present inspection and name of Inspecting Officer _____

Serial No.	Subject.	Remarks.

FORM NO. 34.13(4)

POLICE DEPARTMENT

_____DISTRICT.

INSPECTION DUTY PERFORMED DURING THE _____ QUARTER OF 20 .

1		2	3	4	5	6	7	8	9	10
Police Stations in the district.	NUMBER _____									
Outposts Posts.		Stations.	Outposts.	Road and other posts.	Village.	Number of days spent in the interior.	Number of miles travelled.	Number of cases personally investigated by officer in column 1. See note at foot of page.	Explanation of Head of District Police of any insufficient inspection, with names of any Police Stations not inspected with- in past 6 months.	Remarks by Regional Police Officer, Senior Superintendents of Police in Capital City District or City District.
Rank of officer.	Name.	Date of joining district								
S. Police. A.S. Police. Dy. Supt. of Police.										
Total. ...										

Inspection duty performed during the _____ quarter of 20 .

NOTE: - In column 2 to 8 opposite name of each officer and total just above the figures relating to the quarter, the totals from 1st January in each year shall entered in red ink.

NOTE: - Only those cases will be entered in column 8 in which the officer referred to in column 1 has visited the locality and made enquiries as reported by him in his weekly Diary No. 1 and given orders for the guidance of the officers in direct charge of the investigation.

FORM NO. 34.13(4)-Concluded

NAMES OF PLACES INSPECTED AND VISITED BY POLICE OFFICER DURING THE QUARTER AS SHOWN IN COLUMN 2 TO 4

1	2	3	4	5	6	7	8	9
By Head of District Police.			By Assistant Superintendent.			By Deputy Superintendent.		
Stations.	Outposts.	Road and other posts.	Stations.	Outposts.	Road and other posts.	Stations.	Outposts.	Road and other posts.

Date _____ }
The _____ 20 . }

Head of District Police.

FORM NO. 34.23(2)

RECORD OF MEETINGS BETWEEN SUB DIVISIONAL POLICE OFFICERS AND STATION HOUSE OFFICERS

1	2	3	4
Date.	Place of meetings.	Officers present at the meeting.	Report received.

Chapter No. XXXV

Reports and Records of Criminal Administration

35.1 **Reports and records:** - The proper maintenance of reports, records and notes which review the history of the criminal administration of a district, or from which information regarding individuals and past events may be obtained, is essential in order to preserve the continuity in the method of administration which otherwise may be lost owing to the changes of personnel. Such records, apart from personal records of police officers, records of police stations and inspection notes that have been referred to in various chapters of these rules, consist of: -

- (i) Transfer of charge memoranda (rule 35.2).
- (ii) Confidential note books (rule 35.3).
- (iii) Weekly diary No. I (rule 35.4(1)).
- (iv) Weekly diary No. II (rule 35.7)(1).
- (v) Monthly crime reports (rule 35.10)(1)).
- (vi) Annual Police Administration reports (rule 35.11).
- (vii) Annual reports on the administration of the immigrants (rule 35.12).
- (viii) Reports on political events or meetings (rule 35.13).
- (ix) Reports on important fairs and festivals (rule 35.14).
- (x) Annual Policing plan.

35.2 Transfer of charge memoranda: -(1) Every Head of District Police and Regional Police Officer shall, before leaving a district or region or his general police area on transfer, or otherwise, record a memorandum containing all necessary information for the guidance of his successor and for the preparation of the annual administration report and policing plan.

(2) The following are some of the matters to be attended to in taking over charge of a district and in preparing the memorandum mentioned in sub-rule (1) above: -

- (a) General state of crime;
- (b) Organization of preventive and detective operations including special mention of the duties of the Criminal Record Office and current measures of co-operation between the police and public for the prevention of offences.
- (c) Salient features of the Annual Policing Plan and the targets achieved;
- (d) Confidential records and correspondence;
- (e) Pending cases of importance;
- (f) Proclaimed offenders and dangerous and active gangs;
- (g) Notes on the character and capabilities of officers;
- (h) Matters noted during the inspections by the Regional Police Officer, District Police Officer, Capital City Police Officer and City Police Officers requiring attention;
- (i) Additional police, existing and proposed;
- (j) Vacancies and suggestions regarding recruitment;
- (k) Punishment files pending;

- (l) Custody of keys of cash chest, confidential box, etc.;
- (m) New buildings or repairs required;
- (n) State of contingent allotments, and adequacy or inadequacy under different heads of the budget.

35.3 **Confidential note book:** - There are many matters connected with the police administration of a district which find no place in office registers, and a record of which is necessary, both for the information of the Head of District Police and for the benefit of succeeding officers. Every Head of District Police shall, therefore, maintain a “confidential note-book”. The details given below shall, among others, find a place in this notebook. Each successive Head of District Police may add to and revise, in his own notes, the information on record. The Regional Police Officer, Capital City Police Officer and City Police Officer shall, at their inspections, examine these note-books and comment on the adequacy or otherwise of the notes recorded therein. The note-book shall be maintained in the following two parts: -

PART-I

- (a) Villages specially notorious for the bad character of their inhabitants.
- (b) Names of village headmen. —good or bad, who have come prominently to notice, with brief notes regarding them.
- (c) Names and brief accounts of professional political agitators with reference to their files.
- (d) Names and brief accounts regarding specially notorious bad characters and, in cattle thieving districts, of the chief “Ressagirs.”

- (e) Notes on matters connected with the immigrants.
- (f) Names and brief accounts of note on automobile thefts and their disposal as well as other organized crime.
- (g) Notes of fairs, periodical religious processions and other local gatherings with reference to the file explaining the police arrangements necessary at each.
- (h) A list of capable detectives and intelligence agents among constables and head constables with reference to the special qualifications of each.
- (i) Other matters of permanent interest.

An index to the contents in Part I shall be maintained on the first page, as many pages as may be considered necessary being allotted to each subject. Subject to the above rules the information may be recorded by Head of District Police in any form deemed most convenient. It should be as concise as possible, a reference being given to other files or previous papers for more detailed information.

PART-II

Part II shall be in the form of permanent file containing the making over charge memoranda referred to in rule 35.2.

35.4 Weekly diary no. 1: -(1) District Police Officer, Senior Superintendent of Police in Capital City District and City District shall submit a weekly diary on Saturdays in Form 35.4(1) to the Regional Police Officer, Capital City Police Officer or City Police Officer as the case may be. Unless the diary contains matter, which the concerned officer

considers it expedient to bring to the notice of the Provincial Police Officer, it shall be returned direct to the District Police Officer, Senior Superintendents of Police in Capital City District and City District as the case may be.

(2) Every Assistant or Deputy Superintendent of Police or Superintendent of Police on tour or inspection duty, shall submit a diary in this form to the District Police Officer, Senior Superintendents of Police in Capital City District and City District as the case may be. Such diaries shall not be forwarded to the senior officers unless the concerned officer has special reasons to do so.

(3) Diaries shall be regarded as confidential communications, and shall not be sent into offices.

35.5 Weekly diary no.1—contents of: - Diaries shall be paragraphed. Each paragraph shall bear a weekly serial number, and the following matters shall be entered in them: -

- (a) All matters of importance connected with the police administration of the district/ town.
- (b) Comments on the state of crime in the district/ town and important cases under investigation or trial.
- (c) Matters of special interest connected with the discipline and conduct of the force.
- (d) Inspection and touring work performed by police officers of senior ranks.

35.6 **Weekly diary no. I. - check list of:** - A check register of weekly diaries shall be kept by each Regional Police Officer, Senior Superintendents of Police in Capital City District and City District.

35.7 **Weekly diary No. II. - channel of submission:** -(1) Four copies of confidential diary No. II in Form 35.7(1) shall be prepared each week by District Police Officer, Senior Superintendent of Police in Capital City District and City District as the case may be. These copies should be despatched punctually on Saturday evenings (vide serial No. 3 of Appendix No. 10.36(1)(A) and should be marked 'Immediate'. The first copy will be retained for record; the second copy will be sent direct to the Regional Police Officer of the region, Capital City Police Officer or City Police Officer as the case may be, the third and fourth copies will be sent direct to the Head of the Special Branch in the Province/ Capital City District. Head of the Special Branch in the Capital City District shall immediately send a copy to the Head of the Special Branch in the Province. Action, if any taken on the advance (second) copy of the diary by the Regional Police Officer, Capital City Police Officer or City Police Officer should normally be confined to addressing the District Police Officer, Senior Superintendents of Police in Capital City District and City District concerned. If it is desired to record remarks for information of higher officers, this may be done by means of a separate reference.

(2) Office copies of confidential diaries shall be kept for three years, or for such longer period as the Head of District Police considers desirable.

35.8 **Weekly diary no. II. - contents of:** - The following are among the matters, which shall be mentioned, in the confidential diary: -

- (a) Information regarding political movements, parties, leaders, publications, and the like.
- (b) Information regarding acts of terrorism, kidnapping for ransom and sabotage.
- (c) Information regarding religious sects, changes in doctrine and practice having a political significance, proselytism, or preaching of sectarian or of a provocative nature.
- (d) Information regarding foreigners and others, the reporting of whose movements and activities has been ordered or is considered necessary.
- (e) Information regarding current rumours or topics of interest, which are causing or are likely to cause animosity between classes or disturbance of public tranquility.
- (f) Public opinion regarding the legislative or executive measures of the Government.
- (g) Noteworthy movements of population, whether emigration or immigration.
- (h) Political or religious meetings and celebrations which are important either intrinsically or by reason of public speeches, propaganda and the like associated with them.
- (i) The effect on public opinion of current discussions in the Press.

35.9 **Weekly diary no. II—miscellaneous order regarding:** -(1) Every confidential diary shall be written on half margin, and every separate subject shall be entered in a separate paragraph, and each paragraph shall be numbered seriatim.

(2) To ascertain and to report correctly the prevailing temper of the people is one of the most important duties a Head of District Police has to perform.

(3) When an entry in the confidential diary, concerns the police of a district, other than the one from which it is submitted, the Head of District Police by or through, whom it is submitted, shall state whether he has, or has not, communicated the facts direct to the Head of District Police concerned.

35.10 **Monthly crime report:** -(1) The monthly crime statement in Form 35.10(1)(A to V) shall be prepared in every district, on the first of each month. On receipt of this statement together with such further statistical information as may be prescribed from time to time, the District Police Officer, Senior Superintendents of Police in Capital City District or City District as the case may be shall personally compose a brief review of the state of crime in the district, both in regard to its main divisions and generally. Noteworthy features in the monthly statistics shall be commented upon, the references shall be made to the progress and development of any special measures for combating crime. The review with the full statement by police stations shall be attached to the first weekly diary submitted in the month and a copy, with an extract from the statement showing district totals only, shall be sent direct to the Regional Police Officer, Capital City Police Officer or City Police Officer as the case may be to reach by the 5th of the months without fail.

(2) On receipt of the extracts mentioned in sub-rule (1) above each Regional Police Officer, Capital City Police Officer and City Police Officer shall prepare a consolidated report and submit it on or before the 15th to the Head of the Investigation Branch.

35.11 Annual police administration report: -(1) District Police Officer and Senior Superintendent of Police in Capital City and City District shall prepare and despatch to the Regional Police Officer or to the Capital or City Police Officer as the case may be, Annual Police Administration Report by 31st January of each year for the previous calendar year.

(2) The Regional Police Officer shall forward these reports to the Provincial Police Officer with a covering letter containing comments on any improvements in methods of working, outbreaks of crime affecting more than one district, or other matters of interest not specifically mentioned in the administration reports of the concerned districts on or before the 1st April.

(3) Every District Police Officer, shall also submit direct to the Provincial Police Officer an advance copy of the annual report and the returns appended to it on or before the 20th January.

(4) The Capital City Police Officer and the City Police Officer shall send these reports to the Provincial Police Officer with a covering letter bringing to the notice of the Provincial Police Officer improvements in police performance and short comings alongwith the problems faced by the police.

35.12 Annual administration report. - form of: -(1) The report shall consist of concise and intelligent criticism of facts and of the figures given in the prescribed returns.

Mere paraphrasing and reproduction of statistics should not be allowed in the body of the report. Variations in the figures, which are not unusual or important, should not be commented on. The report should include all that is necessary to show an intelligent comprehension of the meaning of the facts and figures and of the salient features of the year's work. The object of the report is to state what has been done rather than to suggest what should be done. Matters of the latter nature should be reported in a separate official letter. Any comment or suggestion which is considered necessary in the annual report should be as brief as possible, especially where the matter is complicated or controversial.

(2) Lists of subjects to be reported on, the returns to be submitted, and detailed instructions for their preparation are printed and issued every year by the Central Police Office. No alterations in, or additions to, the printed forms shall be made without a reference to the Provincial Police Officer.

35.12 A **Policing Plan-** (1) Head of the District shall prepare the annual policing plan consistent with Provincial Policing Plan wherever applicable in coordination with Zila Nazim in the prescribed manner

(2) Policing plan shall include:-

- (a) Objectives of policing;
- (b) financial resources likely to be available during the year;
- (c) targets and
- (d) mechanism for achieving these targets.

35.13 Reports of public meetings: - It is the duty of Head of District Police to ensure accurate reporting of the proceedings of all political and other public meetings held to discuss matters which are likely to disturb the public tranquility. To this end they shall encourage officers to learn Urdu shorthand. If the meetings to be reported are of provincial importance, Head of the District Police may request the assistance of the Head of the Special Branch who will depute stenographers. A meeting at which inflammatory speeches are considered likely, arrangements shall also be made to have official and non-official witnesses present who may be available in the event of the prosecution of any of the speakers being undertaken.

(2) When meetings are obviously of importance in connection with a particular form of agitation or when the speeches at them appear to be actionable, a detailed report shall be sent immediately to the Special Branch with a list of the official and non-official witnesses present. Reports in such cases shall not be delayed for inclusion in the weekly confidential diary, but copies shall be forwarded with the confidential weekly diary to the Regional Police Officer, Capital City Police Officer or City Police Officer as the case may be for information. Heads of District Police are responsible that the reports of all meetings are written in clear and intelligible Urdu. Reports should show the classes present at the meetings and estimate the effect of the speeches on the audience.

(3) The police have the right to attend public meetings with a view to (i) preventing any infringement of the law, or (ii) taking evidence with a view to the possible prosecution of lawbreakers. All public meetings can therefore be attended by police reporters, but as the right of entry may at times be questioned or even forcibly resisted by

the organizers, it is important, when such tactics are apprehended, that a sufficient body of police in uniform should be deputed to discourage opposition.

35.14 Reports of fairs and festivals: -(1) Every Head of District Police in whose district any fair or public assembly of importance is to take place shall, on the 1st December in each year, submit a list of such fairs and assemblies for the year next ensuing, with the date or dates on which they will be held, to the Provincial Police Officer for publication in the Police Gazette.

(2) On the termination of important fairs and festivals, Head of District Police shall submit a report in Form 35.14(2) to Provincial Police Officer dealing briefly with the prominent features of the fair; crime occurring in connection with it; conduct of the police; accidents or fatalities occurring, if any, and the existence of any excitement of a political or religious nature, etc. Events of immediate importance shall also be reported promptly and by wireless message if necessary, by the Head of District Police to the Head of the Special Branch.

35.15 Reports of political and communal activities in relation to Public Order: - Rule 35.13 lays upon Head of District Police the duty of watching and reporting on political or communal movements. As part of his general duty to maintain touch with the progress of activities, which may have consequences likely to disturb public tranquility, it is incumbent upon every officer incharge of a police station and officer superior thereto, to keep himself fully informed of all developments or offshoots of such movements in his jurisdiction. To this end such officers must know the persons who take the lead in such

matters, and the attitude towards them of men of influence. As soon as any such movement shows signs of developing on lines which are likely to cause animosity between sections of the people and breaches of the peace, or to be otherwise clearly subversive of Public Order, the Heads of District Police shall take such action as may be most appropriate to the occasion; but when the activity is political rather than communal and no orders of Government cover the case, ordinarily a reference should be made to Government before measures to check it are set in motion. Police officers of all ranks are required to refrain absolutely from personal participation in political or communal affairs. They are not concerned with the merits of such controversies, but solely with the maintenance of the public peace. In the category of personal participation, however, acquaintance and maintenance of touch with communal leaders is not included. Relations of this kind may help Head of District Police and other police officers of senior ranks to prevent the development of communal trouble and the occurrence of open disputes.

35.16 Religious processions: -(1) Periodical public religious processions shall not be permitted to proceed along new routes without the written sanction of the Heads of District Police.

(2) When a periodical public religious procession is about to take place the Heads of District Police shall acquaint themselves with police arrangements made in past years and shall make the necessary additions or alterations in the arrangements as warranted by the current situation.

(3) In each district a separate file shall be kept of each periodical public religious procession showing the strength and disposition of the police force employed and the average number of persons attending the procession.

(4) Whenever a licence is granted for a procession, there shall, if possible, be a plan of the route on the back of licence. All licences granted shall be in Form 35.16(4).

(5) The Head of District Police shall not grant a licence for an important public religious procession of a novel character or on an occasion when public feeling is excited.

(6) When a procession other than one of regularly exercised custom is allowed to take place any sums necessary to defray the cost of barriers, additional police and the carriage of such police shall be deposited with the Head of District Police concerned by the managers of such processions before the licence is granted.

35.17 Press advertisements: -(1) The newspaper press and electronic media shall be used as a medium both for advertising police regulations affecting the public and for enlisting the assistance of the public for maintenance of Public Order and in the investigation of crime.

(2) Press advertising shall be supplemented, when considered advisable, by posters for affixing to notice boards and leaflets for wholesale distribution. Advertising shall be in English, Urdu and pushtu or all, as may be most appropriate in each case.

(3) The charges for the publication of Government advertisements in newspapers shall be met from police contract contingencies.

FORM NO. 35.4(1)

POLICE DEPARTMENT. _____ DISTRICT.

WEEKLY DIARY NO.1

For week ending Saturday,..... 20
Despatched by District Police Officer on.....
Returned by Regional Police Officer, equivalent rank in Capital City District or City
District.....

**STATEMENT OF CRIME REPORTED BY “F.I.R.” UP TO WEEK
ENDING SATURDAY _____ 20 .**

Serial No.	Police Stations	Cases reported during past week	Cases reported up to date		Difference.		Remarks.
			20 .	20 .	More	Less	
	Total						

COMPARATIVE STATEMENT OF HEINOUS OFFENCES REPORTED

Murder						
Riots						
Dacoities/Harabah						
Burglaries						

FORM NO. 35.4(1)-Concluded

DISPOSAL OF POLICE CASES IN WEEK ENDING _____ 20 .

Cases and persons	Sent for trial			Decided in Court			
	During the week	Pending from last week	Total	Convicted	Discharged or acquitted	Pending	Pending over one month
Cases							
Persons							

Serial No.	Subject	Detail of working of Preventive sections during the past week.					
		Persons	106, Cr.PC	107/151 Cr.PC	109, Cr.PC	110, Cr.PC	Total
		Sent for security. Convicted. Discharged Pending at end of week. Convicted during the year up to date. Convicted on corresponding date of previous year.					

FORM NO. 35.7(1)

POLICE DEPARTMENT

_____ DISTRICT

CONFIDENTIAL

Weekly diary no. II for week ending _____ 20 .

Acknowledgement of secret abstract 1 certificate regarding cipher Code and Key Word 2	
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Dated _____
_____ 20 .

- (i) District Police Officer.
- (ii) Equivalent rank in Capital City District or City District.

(Reverse)

POLICE

DEPARTMENT

WEEKLY DIARY NO. II

For the week ending _____ 20 . _____ District

Received by (i) Provincial Police Officer, on the _____

(ii) Capital City Police Officer on the _____

(iii) City Police Officer on the _____

FORM NO. 35.10(1)(A)

POLICE DEPARTMENT

DISTRICT

CRIME AGAINST PERSON COMPARATIVE CRIME STATEMENT FOR THE MONTH OF YEAR 20 .

A-Denote during the Month.

B-Denote upto date.

Sr. No.	Offence	Current Year										Previous Year								
		Reg	Challaned	Convicted	Acquitted	Untraced	U/Inv	Cancelled	Accused		Reg	Challaned	Convicted	Acquitted	Untraced	U/Inv	Cancelled	Accused		
									Arrested	At large								Arrested	At large	
1	Murder	A																		
		B																		
2	Sectarian Murder	A																		
		B																		
3	Attempted Murder	A																		
		B																		
4	Sectarian attempted Murder	A																		
		B																		
5	Hurt	A																		
		B																		
6	Abduction	A																		
		B																		
7	Kidnapping/Abduction for Ransom	A																		
		B																		
8	Rape	A																		
		B																		
9	Gang Rape	A																		
		B																		
10	Assault on Other	A																		
		B																		
11	Assault on Police	A																		
		B																		
12	Rioting	A																		
		B																		
13	M. V. Accidents Fatal	A																		
		B																		
14	M. V. Accidents Non-Fatal	A																		
		B																		
15	Total	A																		
		B																		

FORM NO. 35.10(1)(B)

POLICE DEPARTMENT

DISTRICT

MISCELLANEOUS CRIME COMPARATIVE CRIME STATEMENT FOR THE MONTH OF YEAR 20 .

A-Denote during the Month.

B-Denote upto date.

		CURRENT YEAR									PREVIOUS YEAR									
Sr. No.	Offence	Reg	Challaned	Convicted	Acquitted	Untraced	U/Inv	Cancelled	Accused		Reg	Challaned	Convicted	Acquitted	Untraced	U/Inv	Cancelled	Accused		
									Arrested	At large								Arrested	At large	
1	Pillion Riding	A																		
		B																		
2	Others 186/187/188 PPC	A																		
		B																		
3	212/216 PPC	A																		
		B																		
4	342 PPC	A																		
		B																		
5	430 PPC	A																		
		B																		
6	447/448/452 PPC	A																		
		B																		
7	506 PPC	A																		
		B																		
8	354 PPC	A																		
		B																		
9	354-A PPC	A																		
		B																		
10	295-A/298-A PPC	A																		
		B																		
11	Case Wall Chalking	A																		
		B																		
12	Objectionable Speech	A																		
		B																		
13	Objectionable Books	A																		
		B																		
14	Other Misc. Crime U/PPC	A																		
		B																		
15	Total	A																		
		B																		
16	Grand Total	A																		
		B																		

FORM NO. 35.10(1)(C)

POLICE DEPARTMENT

DISTRICT

LOCAL AND SPECIAL LAW CRIME COMPARATIVE CRIME STATEMENT FOR THE MONTH OF

YEAR 20 .

A-Denote during the Month.

B-Denote upto date.

			Current Year									Previous Year										
Sr. No.	Offence		Reg	Challaned	Convicted	Acquitted	Untraced	U/Inv	Cancelled	Accused		Reg	Challaned	Convicted	Acquitted	Untraced	U/Inv	Cancelled	Accused			
										Arrested	At large								Arrested	At large		
1	Arms Ordinance	A																				
		B																				
2	Prohibition Order	A																				
		B																				
3	Gambling	A																				
		B																				
4	Loud speaker and Amplifier Ordinance	A																				
		B																				
5	Anti Smuggling	A																				
		B																				
6	Other Local and Special Law	A																				
		B																				
7	Total	A																				
		B																				

FORM NO. 35.10(1)(D)

POLICE DEPARTMENT

DISTRICT

CRIME AGAINST PROPERTY COMPARATIVE CRIME STATEMENT FOR THE MONTH OF YEAR 20 .

A-Denote during the Month.

B-Denote upto date.

Sr. No.	Offence		This Year								Previous Year									
			Reg	Challaned	Convicted	Acquitted	Untraced	U/Inv	Cancelled	Accused		Reg	Challaned	Convicted	Acquitted	Untraced	U/Inv	Cancelled	Accused	
										Arrested	At large								Arrested	At large
1	Total Dacoity	A																		
		B																		
2	Bank Dacoity	A																		
		B																		
3	Highway Dacoity	A																		
		B																		
4	Patrol Pump Dacoity	A																		
		B																		
5	House Dacoity	A																		
		B																		
6	Shop Dacoity	A																		
		B																		
7	Motor Cycle Dacoity	A																		
		B																		
8	Motor Car Dacoity	A																		
		B																		
9	Other M. V Snatching Dacoity	A																		
		B																		
10	Other Dacoity	A																		
		B																		
11	Total Robbery	A																		
		B																		
12	Bank Robbery	A																		
		B																		
13	Highway Robbery	A																		
		B																		
14	House Robbery	A																		
		B																		
15	Patrol Pump Robbery	A																		
		B																		
16	Shop Robbery	A																		
		B																		
17	Motor Cycle Robbery	A																		
		B																		
18	Motor Car Robbery	A																		
		B																		
19	Other M. V. Snatching Robbery	A																		
		B																		
20	Other Robbery	A																		
		B																		
21	Burglary	A																		
		B																		
22	Case U/S 382 PPC	A																		
		B																		
23	Motor Cycle Theft	A																		
		B																		
24	Car Theft	A																		
		B																		
25	Other M. V. Theft	A																		
		B																		
26	Cattle Theft	A																		
		B																		
27	Other Theft	A																		
		B																		
28	R. S Property	A																		
		B																		
29	Haraabah Liable Hadd	A																		
		B																		
30	Haraabah Liable Tazir	A																		
		B																		
31	Total	A																		
		B																		

FORM NO. 35.10(1)(E)

POLICE DEPARTMENT

DISTRICT

ENCOUNTERS DURING THE CURRENT MONTH

Year	No. of Encounters	POLICE OFFICERS		CRIMINALS			PUBLIC	
		Killed	Injured	Killed	Injured	Arrested	Killed	Injured
Current Year								
Previous Year								
POLICE ENCOUNTERS UPTO DATE								
Current Year								
Previous Year								

FORM NO. 35.10(1)(F)

POLICE DEPARTMENT

DISTRICT

STATEMENT OF CHILD LIFTING CASES REGISTERED DURING THE MONTH YEAR 20 .

YEAR	PERIOD	NO. OF CASES REGISTERED	NO. OF ACCUSED ARRESTED	NO. CHILDREN KIDNAPPED		NO. OF CHILDREN RECOVERED	
				MALE	FEMALE	MALE	FEMALE
Current Year	A) During the Month						
	B) Upto Date						
Previous Year	A) During the Month						
	B) Upto Date						

FORM NO. 35.10(1)(G)

POLICE DEPARTMENT

DISTRICT

STATEMENT SHOWING THE PERSONS KIDNAPPED/ABDUCTED AND RECOVERED DURING THE MONTH YEAR 20 .

PERIOD	No. of Cases Registered	No. of Accused Arrested	NO. OF PERSONS KIDNAPPED/ABDUCTED				NO. OF PERSONS RECOVERED				
			Major		Minor		Major		Minor		
			Male	Female	Male	Female	Male	Female	Male	Female	

FORM NO. 35.10(1)(H)

POLICE DEPARTMENT

DISTRICT

SECTARIAN TERRORISM IF ANY PLEASE GIVE FULL DETAILS OF ANY INCIDENT

FORM NO. 35.10(1)(I)

POLICE DEPARTMENT

DISTRICT

ARREST OF PROCLAIMED OFFENDERS CATEGORY "A"

A-Denote during the Month.

B-Denote upto date.

Sr. No.	Nature of the offenders	Year	Previous Balance	Added	Arrested from Previous Balance on 1 st January	P.Os declared Current Year	Struck Off	Balance
1	Murder	Current Year	A=					
			B=					
		Previous Year	A=					
			B=					
2	Dacoity	Current Year	A=					
			B=					
		Previous Year	A=					
			B=					
3	Robbery	Current Year	A=					
			B=					
		Previous Year	A=					
			B=					
4	Gang Rape	Current Year	A=					
			B=					
		Previous Year	A=					
			B=					
5	Kidnapping/Abduction for Ransom	Current Year	A=					
			B=					
		Previous Year	A=					
			B=					
6	Sectarian P.Os	Current Year	A=					
			B=					
		Previous Year	A=					
			B=					
	Total	Current Year	A=					
			B=					
		Previous Year	A=					
			B=					

ARREST OF PROCLAIMED OFFENDERS CATEGORY 'B'

Sr. No.	Nature of the offenders	Year	Previous Balance	Added	Arrested from Previous Balance on 1 st January	P.Os declared Current Year	Struck Off	Balance
1	Other P.Os	Current Year	A=					
			B=					
		Previous Year	A=					
			B=					
2	Total P.Os Category A+B	Current Year	A=					
			B=					
		Previous Year	A=					
			B=					

FORM NO. 35.10(1)(J)

POLICE DEPARTMENT

DISTRICT

A- Month.

B- Upto date.

ARREST OF COURT ABSCONDERS CATEGORY "A"

YEAR		PREVIOUS BALANCE	ADDED	ARRESTED		STRUCK OFF	BALANCE
				From previous balance 1 st January	Current year		
Current Year	A=						
	B=						
Previous Year	A=						
	B=						

ARREST OF COURT ABSCONDERS CATEGORY "B"

YEAR		PREVIOUS BALANCE	ADDED	ARRESTED		STRUCK OFF	BALANCE
				From previous balance 1 st January	Current year		
Current Year	A=						
	B=						
Previous Year	A=						
	B=						

ARREST OF MILITARY DESERTERS

YEAR		PREVIOUS BALANCE	ADDED	ARRESTED		TRUCK OFF	BALANCE
				From previous balance 1 st January	Current year		
Current Year	A=						
	B=						
Previous Year	A=						
	B=						

FORM NO. 35.10(1)(K)

POLICE DEPARTMENT

DISTRICT

A- Month.

B- Upto date.

PREVENTIVE ACTION FOR THE MONTH OF YEAR 20 .

Sr. No.	Action under Section	Year	No. of Persons arrested	No. of Persons bound down	No. of Persons acquitted/ Discharged	Pending
1	107/150 Cr. PC	Current Year	A=			
			B=			
		Previous Year	A=			
			B=			
2	107/151 Cr. PC	Current Year	A=			
			B=			
		Previous Year	A=			
			B=			
3	55/109 Cr. PC	Current Year	A=			
			B=			
		Previous Year	A=			
			B=			
4	55/110 Cr. PC	Current Year	A=			
			B=			
		Previous Year	A=			
			B=			
5	H.O Act	Current Year	A=			
			B=			
		Previous Year	A=			
			B=			
6	Goonda Act	Current Year	A=			
			B=			
		Previous Year	A=			
			B=			
7	Security Ord.	Current Year	A=			
			B=			
		Previous Year	A=			
			B=			
8	Wall Chalking	Current Year	A=			
			B=			
		Previous Year	A=			
			B=			
9	TOTAL	Current Year	A=			
			B=			
		Previous Year	A=			
			B=			

FORM NO. 35.10(1)(L)

POLICE DEPARTMENT

DISTRICT

STATEMENT OF UNLICENCED ARMS RECOVERED DURING THE MONTH OF YEAR 20 .

Sr. No.	NATURE OF ARMS/AMMUNITION	DURING THE MONTH		UPTO DATE	
		Current Year	Previous Year	Current Year	Previous Year
A)	No. of Cases Registered				
B)	No. of Persons Arrested				
1	Klashinkove				
2	Stenguns				
3	Rifles				
4	Rifles (220 bore)				
5	Rifles 223 bore)				
6	Gun				
7	Revolvers				
8	Pistols/Mousers				
9	Pistols (Automatic)				
10	Pistols (30 bore)				
11	Carbines				
12	Grenades				
13	Cartridges/Rounds				
14	Other (Sharp-edged weapons etc.)				

FORM NO. 35.10(1)(M)

POLICE DEPARTMENT

DISTRICT

STATEMENT OF NARCOTICS MONTH OF YEAR 20 .

		THIS YEAR						PREVIOUS YEAR					
		During the Month			Upto Date			During the Month			Upto Date		
Sr. No.	Offence	No. of cases Registered	No. of Accused Arrested	Quantity Seized	No. of Cases Registered	No. of Accused Arrested	Quantity Seized	No. of cases Registered	No. of Accused Arrested	Quantity Seized	No. of Cases Registered	No. of Accused Arrested	Quantity Seized
1	Opium (in Kg)												
2	Morphine (injections)												
3	Morphine (Tablets)												
4	Heroin (in Kg)												
5	Mandrix												
6	Bhang (in Kg)												
7	Charas (in Kg)												
8	Hashies Oil (in Litres)												
9	Liquor (in Bottles)												
10	Miscellaneous												
11	Lahan (in Litres)												
12	Working Still												
13	Drunkard Arrested												
14	Total No. of Cases												

FORM NO. 35.10(1)(O)

CRIME AGAINST CHILDREN (MALE)
FOR THE MONTH OF YEAR 20 .

Sr. No.	Offence	No. of Cases	Victims		
			Total	Upto 12 Year	Between 12 & 18 Year
1	Murder				
2	Attempted Murder				
3	Hurt				
4	Sodomy				
5	Kidnapping				
6	Kidnapping for ransom				
7	Reported Missing				
	Roznamcha report No.				

CRIME AGAINST CHILDREN (MALE)
UPTO DATE YEAR 20 .

Sr. No.	Offence	No. of Cases	Victims		
			Total	Upto 12 Year	Between 12 & 18 Year
1	Murder				
2	Attempted Murder				
3	Hurt				
4	Sodomy				
5	Kidnapping				
6	Kidnapping for ransom				
7	Reported Missing				
	Roznamcha report No.				

FORM NO. 35.10(1)(P)

CRIME AGAINST WOMEN/FEMALE CHILDREN

SR. NO.	OFFENCES	NO. OF CASES		THIS MONTH			UPTO DATE		
		Month	Upto date	Total No. of Victims	Less than 12 years	Between 12 to 18 Years	Total No. of Victims	Less than 12 years	Between 12 to 18 years
1	Murder								
2	Att: Murder								
3	Hurt								
4	Rape								
5	Rape Cases Cancelled								
6	Kidnapping/ Abduction								
7	Kidnapping/ Abduction cases cancelled								
8	Gange Rape								
9	Assault outrage Modesty								
10	Assault for Stripping Clothes								
11	Assault on Public Servant								
12	Dacoity cum Murder								
13	Dacoity cum Hurt								
14	Robbery cum Murder								
15	Robbery cum Hurt								
16	Theft after preparation to cause Death or Hurt etc.								
17	Reported Missing								

FORM NO. 35.10(1)(Q)

MOTIVES IN CRIME AGAINST WOMEN

A = Monthly
 B = Upto date

Offences	MOTIVE													
	No. of Cases	Illicit Relations/ Honour	Family dispute/ dowry	Land Dispute	Frustration Love	Revenge of Killing/ abduction	Previous Enmity	Simple quarrel	Monetary	During Dacoity etc.	Marriage/ Nikah	Dispute With	Other	Un Known
Murder	A=													
	B=													
Attempted Murder	A=													
	B=													
Hurt	A=													
	B=													
Rape	A=													
	B=													
Gang Rape	A=													
	B=													
Kidnapping/Abduction	A=													
	B=													
Assault to outrage modesty	A=													
	B=													
Assault for stripping of clothes	A=													
	B=													
Assault on Public Servant	A=													
	B=													

FORM NO. 35.10(1)(R)

CRIME COMMITTED BY WOMEN

Sr. No.	Offence	No. of Cases	Accused				Adults
			Total	Adults	Between 12 & 18 Years	Under 12 years	18 & Above
1	Murder						
2	Attempted Murder						
3	Hurt						
4	Kidnapping						
5	Kidnapping for Ransom						
6	Assault on Public Servant						
7	Dacoity						
8	Robbery						
9	Theft						
10	Fraud						
11	Cheating						
12	Narcotics						
13	Smuggling						
14	Other Local and Special Laws						

FORM NO. 35.10(1)(S)

POLICE DEPARTMENT

DISTRICT

A= Monthly
B= Upto Date

STATEMENT OF ANTI-SMUGGLING CASES REPORTED DURING THE MONTH OF YEAR 20 .

Sr. No.		No. of Cases Registered	No. of Persons Arrested	Articles Seized	Quantity of Articles Seized (in Rs.)	Value of Cases Registered	Quantity	Value in Rs.
This year	A=							
	B=							
Previous year	A=							
	B=							

FORM NO. 35.10(1)(T)

POLICE DEPARTMENT

DISTRICT

COMPARATIVE MONTHLY/UPTO DATE DATA REGARDING CAR SNATCHING/MOTOR VEHICLE SNATCHING FOR THE MONTH OF YEAR 20 .

Offence	Year	Period	Registration	Challaned	Convicted	Acquitted	Un-traced	Under investigation	Cancelled
Car Snatching	This year	Monthly							
		Upto date							
All other vehicles snatching		Monthly							
		Upto date							
Car Snatching	Previous	Monthly							
	Year	Upto date							
All other vehicles snatching		Monthly							
		Upto date							

FORM NO. 35.10(1)(U)

POLICE DEPARTMENT

DISTRICT

VEHICLES THEFT AND SNATCHING (MONTH AND UPTO DATE CURRENT YEAR VS PREV. YEAR (DURING THE MONTH OF THIS YEAR/PREV. YEAR

MOTOR VEHICLE THEFT	CURRENT MONTH THIS YEAR		CURRENT MONTH PREVIOUS YEAR		UPTO DATE THIS YEAR		UPTO DATE PREVIOUS YEAR	
	Regd	Detect	Regd	Detect	Regd	Detect	Regd	Detect
1. Motor Cycle								
2. Car/Jeeps								
3. Taxi Car/Rikshaw								
4. Wagon/Pickup								
5. Bus/Coaster								
6. Tractor-Trolley								
7. Truck/Oil Tanker								
8. Total								

(B)

MOTOR VEHICLE SNATCHING	CURRENT MONTH THIS YEAR		CURRENT MONTH PREVIOUS YEAR		UPTO DATE THIS YEAR		UPTO DATE PREVIOUS YEAR	
	Regd	Detect	Regd	Detect	Regd	Detect	Regd	Detect
1. Motor Cycle								
2. Car/Jeeps								
3. Taxi Car/Rikshaw								
4. Wagon/Pickup								
5. Bus/Coaster								
6. Tractor-Trolley								
7. Truck/Oil Tanker								
8. Total								

FORM NO. 35.10(1)(V)

POLICE DEPARTMENT

DISTRICT

GANGS SMASHED DURING THE MONTH YEAR 20 .

YEAR	NO. OF GANGS	GANG MEMBERS	OLD CASES TRACED	FRESH CASES REGISTERED	VALUE OF PROPERTY RECOVERED.
This Year					
Previous Year					

GANGS SMASHED UPTO DATE

This Year					
Previous Year					

FORM NO 35.14(2)

POLICE DEPARTMENT

_____DISTRICT

REPORT OF A FAIR HELD AT _____, _____ DISTRICT

- (1) Local name of fair or assembly _____
- (3) Object of fair or assembly _____
- (4) Average daily attendance _____
- (5) Number of days the fair lasts _____
- (6) Noteworthy particulars: -
- (7) Remarks by Deputy Inspector-General of Police, Special Branch.

Dated the ____ 20 .

Head of District Police

FORM NO 35.16(4)

POLICE DEPARTMENT

_____ DISTRICT

Licence no. _____

_____ District

Free of all fee

Whereas _____ have applied for a licence under Article 120 of Police Order 2002, the following licence is granted.

Licence for _____

On the occasion of _____ at _____

On licence under Article 120 of Police Order 2002.

1	2	3	4	5	6	7	8	9	10
Name and the description of the licensees.	Period for which the licence is valid.	Place or area for which the licence is granted.	Place and times of commencement.	Place and time of conclusion.	Route to be followed (to be given in detail).	Places and periods of halts if any.	Kind of music allowed and the places (if any) where it would not be played.	Officer incharge of the procession.	REMARKS.

*If there are more licensees, their names, etc., should be entered.

In the remarks column shall be entered all particulars which it is necessary to prescribe, but for which a special column is not provided, e.g., height of tazias in Moharram procession.

Dated the _____ 20 .

Seal.

Head of District Police.

1. This licence is granted subject to all the provisions of the Police Order 2002, and subject to strict observance of all terms and conditions of the licence.
2. The licensees and the processionists generally, shall comply with any orders issued by the Officer incharge of the procession with regards to –

- (a) the speed of the procession;
 - (b) any changes of route decided by the Officer incharge of the procession; and
 - (c) any orders deemed necessary such as stopping of music, speeches or songs, etc., at specified places.
3. The licence shall be promptly shown or surrendered on demand by the Police Officer of and above the rank of Officer incharge of the Police Station.
 4. It shall be subject to cancellation by the Officer who granted it.
 5. The licensees severally and individually shall be present throughout and shall be responsible for rendering all assistance in their power to the Police in maintainng order at the place of the meeting or on the route of the procession and for compliance by the members of the meeting or procession with all the conditions of the license or any orders issued in accordance with these conditions. This responsibility rests upon the Licensees whether they happen to be present or not at any particular time or place during the course of the procession.
 6. Special conditions (if any).

Certificate of receipt from licensees

I/We the undersigned have received this licence and undertake to abide by the conditions therein inserted.
